



**Defense Finance and Accounting Service (DFAS)  
Web Invoicing System (WInS)  
User Manual**

**Volume 3  
MOCAS Progress Payment**

**Version 3.6**

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# **1. OVERVIEW**

## **The Defense Finance and Accounting Service (DFAS)**

The Defense Finance and Accounting Service (DFAS) is the financial and accounting branch of the U.S. Department of Defense (DOD). DFAS currently employs approximately 22,000 people in 22 locations. Its monthly business operations average over 12 million disbursements amounting to \$22 billion.

In addition to managing all DOD financial and accounting resources, the DFAS mission is to reduce costs and improve the quality of DOD financial management through the consolidation, standardization, and integration of procedures, operations, and systems. DFAS is under federal mandate to reduce costs and improve customer service through the use of electronic commerce. A key component of the DFAS electronic commerce strategy is to replace paper invoices and vouchers with electronic invoices and vouchers.

## **DFAS Web Invoicing**

Electronic submission of invoices and vouchers requires the use of electronic data interchange (EDI), the computer-to-computer exchange of routine business information in a standard format. EDI is the equivalent of paper documents when doing business with the DOD. Vendors using EDI for invoicing benefit from reduced processing time, reduced supply and postage expense, fewer errors and omissions, increased data accessibility, and reduced submission/payment cycle time.

Using EDI, however, has typically required costly investments in translation software and the services of a value-added network (VAN). The Electronic Commerce Resource Center (ECRC) Technology Development Activity (TDA) was tasked with developing a cost effective EDI solution to enable small- to medium-sized enterprises (SMEs) to submit electronic invoices/vouchers to DFAS.

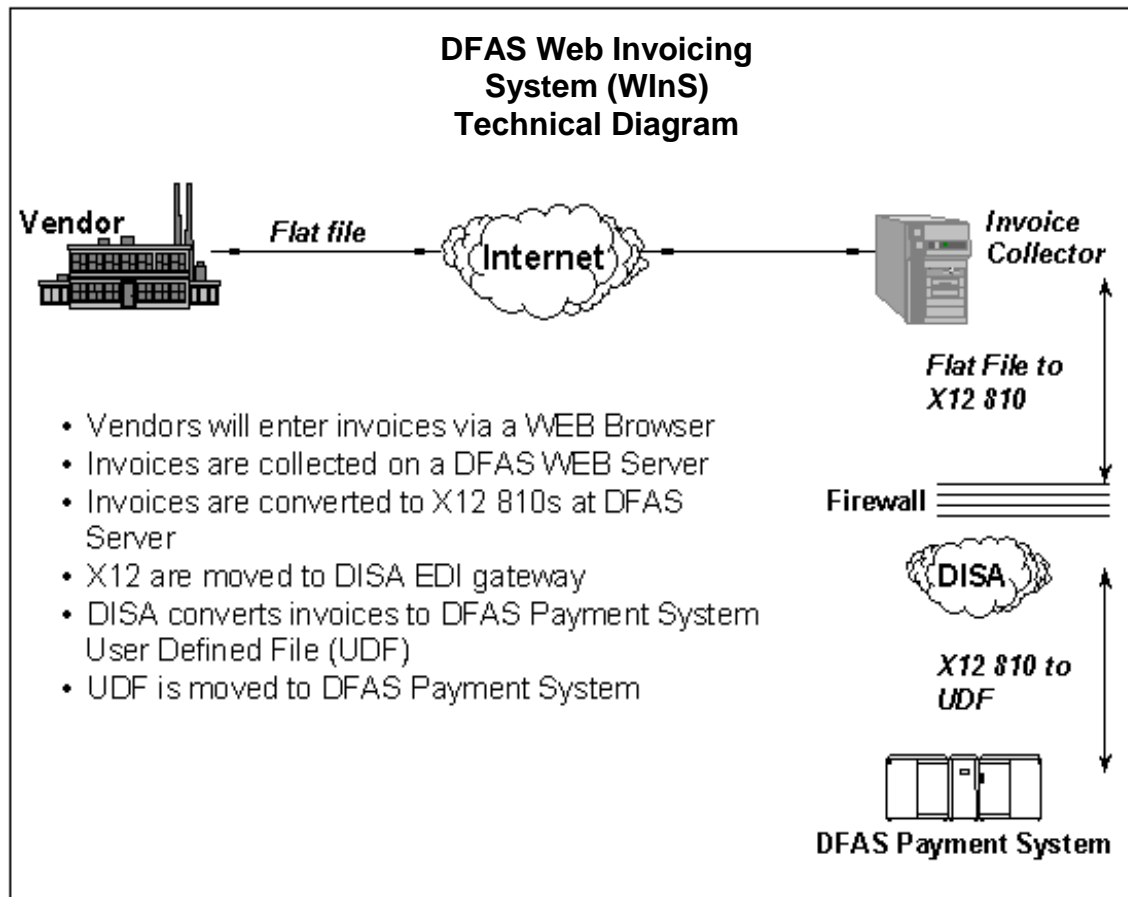
ECRC TDA developed invoice/voucher entry applications that are accessible via the Internet on the World Wide Web (Web).

## **An Overview of the DFAS Web Invoicing System (WInS)**

To access the DFAS Web Invoicing System (WInS), an Internet Service Provider (ISP) and Internet client software (a “browser”) are required. Once online, a vendor inputs the DFAS WInS Uniform Resource Locator (URL) <https://ecweb.dfas.mil> into the browser to access the DFAS Web site. The vendor enters invoice/voucher information into the screens provided, then submits the invoice/voucher to DFAS.

All processes related to EDI translation and conversion are transparent to the vendor. Additionally, all EDI translations and conversions use security layers that protect the documents from third-party tampering.

Figure 1a depicts the DFAS WInS Technical Diagram.



**Figure 1a. DFAS Web Invoicing System (WInS) Technical Diagram**

In addition to manual entry of data into the DFAS Web site, there are File Transfer Protocol (FTP) batch submission capabilities for several of the invoice types as identified in Appendix A.

The DFAS WInS is administered for DFAS by the Air Force Electronic Commerce Office at Maxwell Air Force Base – Gunter Annex, Montgomery, Alabama. Contact can be made at (334) 416-3587 or (334) 416-5845 or by electronic mail to [john.clark@gunter.af.mil](mailto:john.clark@gunter.af.mil).

Presently, the DFAS WInS supports the Mechanization of Contract Administration Services (MOCAS), Standard Automated Material Management System (SAMMS), and Standard Accounting and Reporting System (STARS) payment systems. The long-term goal of DFAS is to incorporate this technology into additional payment systems and additional invoice types. Table 1 depicts the future DFAS WInS capabilities.

**TABLE 1. FUTURE DFAS WEB INVOICING SYSTEM (WINS) CAPABILITIES**

<b>PAYMENT SYSTEM</b>	<b>DOD ORGANIZATION SUPPORTED</b>	<b>ESTIMATED IMPLEMENTATION DATE</b>
Integrated Accounts Payable System (IAPS)	Air Force Vendor Pay	4th Quarter CY00
Defense Integrated Subsistence Management System (DISMS)	DLA	4th Quarter CY00
Standard Accounting and Reporting System (STARS) Public Vouchers	Navy	4th Quarter CY00
MOCAS Performance Based Progress Payments	All Services/DoD Agencies	1 <sup>st</sup> Quarter CY01
Defense Procurement Pay System (DPPS) Commercial Invoices, Public Vouchers, Progress Payments	All Services/DoD Agencies	2 <sup>nd</sup> Quarter CY01

### **Mechanization of Contract Administration Services (MOCAS)**

The Mechanization of Contract Administration Services (MOCAS) pays invoices for hardware supplies as well as for services. MOCAS uses EDI for receipt and storage of commercial invoices, requests for progress payment, and public/cost vouchers.

Table 2 outlines the DFAS payment offices that currently use MOCAS as their administrative and payment system. Vendors currently doing business with any of these payment offices are qualified to use the DFAS WInS.

**TABLE 2. MOCAS PAYMENT OFFICES**

<b>MOCAS PAYMENT OFFICE NAME</b>	<b>MOCAS PAYMENT OFFICE ADDRESS</b>	<b>MOCAS PAYMENT OFFICE DoDAAC</b>	<b>CUSTOMER SERVICE*</b>
<b>North Entitlements</b>	DFAS-CO-JN		
Bunker Hill Division	DFAS-CO-JNB	SC1016	1-800-725-8491
Minuteman Division	DFAS-CO-JNC	SC1032	1-800-756-4609
New Dominion Division	DFAS-CO-JNF	SC1018	1-800-832-9978
<b>South Entitlements</b>	DFAS-CO-JS	HQ0338	
Capitol Division	DFAS-CO-JSC	HQ0338	1-800-952-9869
Chesapeake Division	DFAS-CO-JSD	HQ0338	1-800-851-2130
Southeast Division	DFAS-CO-JSA	HQ0338	1-800-832-9976
<b>West Entitlements</b>	DFAS-CO-JW	HQ0339	
Gulfcoast Division	DFAS-CO-JWA	HQ0339	1-800-524-9173
Gateway Division	DFAS-CO-JWB	HQ0339	1-800-354-3654
DPRO West Division	DFAS-CO-JWD	HQ0339	1-800-552-7671
Santa Ana Division	DFAS-CO-JWT	HQ0339	1-800-525-6571
Van Nuys Directorate	DFAS-CO-JWV	HQ0339	1-800-553-2839

\* Toll-free numbers are only to be used for production follow-up on completion of the WInS test process.

### **Standard Automated Materials Management System (SAMMS)**

The Standard Automated Materials Management System (SAMMS) entitles invoices generated from Defense Logistics Agency commodity supply center contracts.

Table 3 outlines DFAS paying offices that currently use SAMMS as their payment system. Vendors currently doing business with one of these paying offices are qualified to use the DFAS WInS.

**TABLE 3. SAMMS PAYMENT OFFICES**

<b>SAMMS CONTRACT ISSUING ACTIVITY</b>	<b>SAMMS PAYMENT OFFICE ADDRESS</b>	<b>SAMMS PAYMENT OFFICE DoDAAC</b>	<b>CUSTOMER SERVICE**</b>
Defense Supply Center Columbus (DSCC) -Construction	DFAS-CO-SECC *DFAS-CO-LSCAA	S33181	1-800-553-2829
Defense Supply Center Columbus (DSCC) - Electronics	DFAS-CO-SECE *DFAS-CO-LSCAB	S33184	1-800-553-2829
Defense Supply Center Richmond (DSCR) - General	DFAS-CO-SECG *DFAS-CO-LSCAC	S44073	1-800-453-9373
Defense Supply Center Philadelphia (DSCP) - Industrial	DFAS-CO-SEPI *DFAS-CO-LSCBA	S36054	1-800-453-9373
Defense Supply Center Philadelphia (DSCP) - Clothing and Textile	DFAS-CO-SEPT *DFAS-CO-LSCBA	SC0100	1-800-453-9373
Defense Supply Center Philadelphia (DSCP) - Medical	DFAS-CO-SEPM *DFAS-CO-LSCBA	SC0200	1-800-453-9373

\*Effective October 25, 1998, DFAS-CO-S was reorganized. The new payment office names are annotated in the above table with asterisks. Vendors may see either payment office name on their contracts based on the date their contract was awarded.

\*\*Toll-free numbers are only to be used for production follow-up on completion of the WInS test process.

### **Standard Accounting and Reporting System (STARS)**

The Standard Accounting and Reporting System (STARS) pays Navy General Funds invoices. WInS currently has capability to pass Navy field level STARS Commercial Invoices to STARS. Public Vouchers will be available in 3<sup>rd</sup> Quarter CY00.

Table 4 outlines DFAS Cleveland Center's paying offices that currently use STARS as their payment system. Vendors currently doing business with one of these paying offices are qualified to use the DFAS WInS.

**TABLE 4. STARS PAYMENT OFFICES**

<b>STARS CONTRACT ISSUING ACTIVITY</b>	<b>STARS PAYMENT OFFICE ADDRESS</b>	<b>STARS PAYMENT OFFICE DoDAAC</b>	<b>CUSTOMER SERVICE*</b>
Defense Finance and Accounting Service (DFAS) - Honolulu	DFAS-PC	N45924	
Defense Finance and Accounting Service (DFAS) - Pensacola	DFAS-PE	N68566	
Defense Finance and Accounting Service (DFAS) - Charleston	DFAS-CH	N8892	
Defense Finance and Accounting Service (DFAS) - Norfolk	DFAS-NO	N45924	
Defense Finance and Accounting Service (DFAS) - Oakland	DFAS-OK	N68994	
Defense Finance and Accounting Service (DFAS) - San Diego	DFAS-SD	N68688	

\*

## **Getting Started With the DFAS Web Invoicing System (WInS)**

The following outline describes the preliminary steps for using the DFAS WInS.

**Prerequisites:** A vendor must:

1. Have a current contract with the DOD. For STARS, vendors may register if they have had a contract within the past six months.
2. Have delivered products or services to the DOD that require payment.
3. Conduct business with a DFAS paying office that has WInS templates (See Tables 2 , 3 and 4 above).
4. Have a computer and modem. Virtually any computer sold today far exceeds the minimum requirements to effectively operate the DFAS WInS; more powerful and faster computers and modems, however, will enhance system performance. For questions regarding computer requirements, contact a regional ECRC at 800-231-2772 for assistance or the WInS System Administrators at (334-416-3587 or 5845).
5. Have an Internet Service Provider (ISP) that is JAVA capable. DFAS recommends the use of Version 4.0 or higher for the two most common browsers, Microsoft Internet Explorer and Netscape Communicator.

6. Have knowledge of the Internet and its use. (A regional ECRC servicing the vendor location can provide government-funded training about the Internet, as well as other electronic commerce technologies and WInS).

**Restrictions:** A vendor may not use this application for:

1. Invoices or vouchers (except MOCAS Requests for Progress Payments, STARS Commercial Invoices and Vouchers) that must be signed by a DOD Certifier. For instance, where the Administrative Contracting Officer (ACO) or other DOD official physically must sign the invoice or voucher prior to submission to DFAS. Examples include DD250s where the ACO certifies for payment the invoice associated with the DD250.
2. Vouchers (SF 1034) until the vendor's billing system is approved by the Defense Contract Audit Agency (DCAA) for direct submission of interim vouchers to DFAS. Even with approval, first and last vouchers for a new contract, or new delivery order on an existing contract, cannot be submitted via WInS. DCAA requires these first and last vouchers be processed through your DCAA Field Office.
3. Invoices or vouchers with transportation costs of \$190.00 or greater for MOCAS and \$250.00 or greater for SAMMS.

**Procedures:**

**Step 1:** Access the DFAS WInS Web site (<https://ecweb.dfas.mil>) to:

- a. View WInS startup information, testing procedures, and sample invoice and voucher application screen layouts, and download the DFAS WInS Users Manual. This startup/test information is accessed by clicking the **Help** button on the **WInS Home Page** (Section 2).
- b. Obtain a username and password by establishing a New User Account using the **New Account Request Form Screen** (Section 4) accessed from the **New Account Button** on the **WInS Home Page** (Section 2). The DFAS WInS System Administrator will send you a Username and password via e-mail generally within two business days.

**Step 2:** Contact DFAS WInS testers as identified in Step 1(a) and begin testing.

**Step 3:** On completion of successful testing, enter and submit invoices, vouchers and/or progress payments to DFAS. Paper copies of invoices and vouchers are no longer required by the paying office(s).

## Using the DFAS Web Invoicing System (WInS)

DFAS WInS uses standard database management system and Web browser features and functions that facilitate data input and navigation through the system. These include:

- Keyboard data entry
- Defined data field types and lengths
- Field to field and screen-to-screen mouse click navigation
- Select list data fields
- Online user help
- Error messages (JavaScript Alerts) for incomplete or incorrect data
- Batch data upload from the user into WInS is now available for MOCAS Commercial Invoices, MOCAS Public Vouchers, SAMMS Commercial Invoices and STARS Commercial Invoices. Batch submission is a method for extracting invoice/voucher data from the user's billing system automatically and converting into an ASCII textfile. This relieves the user from manual data entry into the Web site yet still provides the same tracking status enjoyed by manual entry users.

All users should understand these capabilities prior to using the system. A regional ECRC servicing the vendor location can provide government-funded training on using DFAS WInS.

**Note:** Although textual information (e.g., alpha characters) used by the DFAS WInS manual data entry templates is not case sensitive, it is preferred that you enter alpha characters in UPPER CASE to facilitate interpretation. New Account Registration and Vendor Profile updates should be entered in mixed case (e.g., 123 Main Street)

## Security in the DFAS Web Invoicing System (WInS)

The primary security mechanism for the DFAS WInS is vendor authentication. Vendor authentication requires that you input a valid user identification code (username) and password. Once established, the unique username and password combination prevents unauthorized parties from viewing or tampering with confidential vendor information. Once the username and password are entered at login, the DFAS WInS checks for the presence of this information prior to displaying each screen, or Web page. This prevents unauthorized users from circumventing the login screen and gaining access to the system.

In addition, the DFAS WInS Web servers reside in a secure physical location that restricts access to unauthorized personnel. System backup and recovery procedures and mechanisms are in place to ensure the safety and integrity of information should a system failure occur. The WInS also uses browser encryption capability using Secure Socket Layer (SSL) encryption technology. There is no SLL impact on your browser choice.

## Mandatory, Optional, and Conditional Data Fields

Each data field in DFAS WInS is categorized as mandatory, optional, or conditional. Mandatory fields on any screen must be completed with appropriate data prior to continuing to a subsequent screen. Failure to complete all mandatory fields will result in JavaScript Alert messages (see below). Optional fields may be completed at your discretion. Conditional fields must only be completed if your contract requires the information; otherwise, these fields are treated as optional.

## Defined Data Field Types and Lengths

Each data field in DFAS WInS has a defined type and length. The type of field determines what data the field may contain; e.g., a numeric field may only contain numeric data -- alpha characters are not allowable. The length of any data field on a screen can be determined by reviewing the data dictionary table corresponding to that screen. Although the on-screen appearance of some data entry fields may appear to accommodate more data than what is defined in the data dictionary for that field, the system will not allow the field to be completely filled. Failure to complete all mandatory fields with the appropriate type and length of data will result in a JavaScript Alert (See below). Each WInS Application Screen has a **Help Button** which calls a data definition table that explains each screen's data entry field requirements.

## Selection List Data Selection Fields

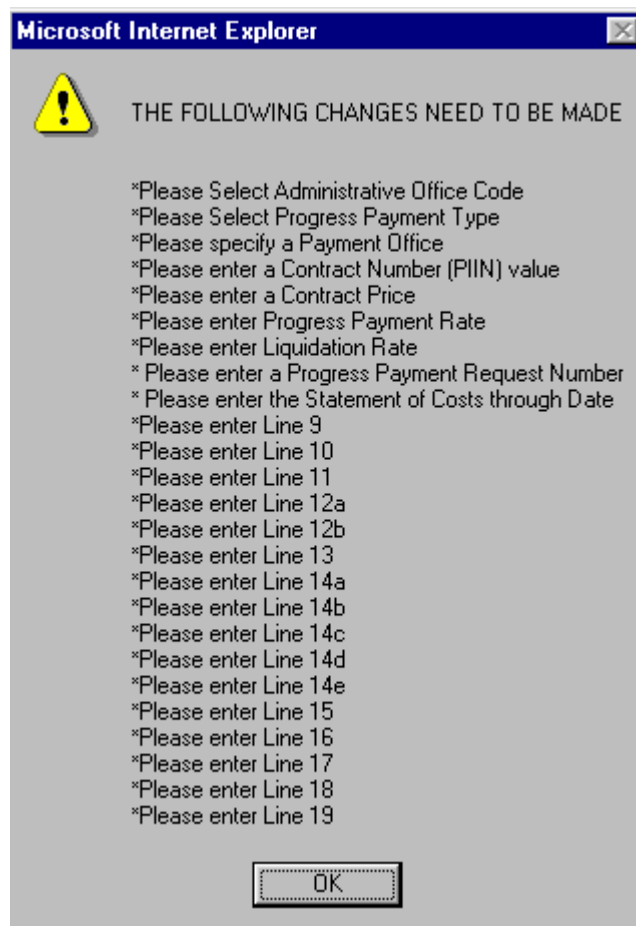
Certain data fields in DFAS WInS provide dropdown selection lists. These data fields can be identified by the **Down Arrow** button that appears to the immediate right of the data field, which, when clicked on, accesses the dropdown list.

## Online User Help

Many of the screens in DFAS WInS contain context-sensitive user help. The help can be accessed by clicking on the **Help** button for that screen.

## JavaScript Alert

A JavaScript Alert is a message that reports an error condition when mandatory information on a screen is not provided or when mandatory, conditional, or optional data is incorrectly entered. Figure 1b depicts an example of a WInS JavaScript Alert. This alert is for the MOCAS Commercial Invoice Header Screen.



**Figure 1b. Example of a MOCAS Request for Progress Payment Header JavaScript Alert Message**

The JavaScript Alert indicates the data fields that require user attention. The JavaScript Alert can be closed by clicking on the **OK** button.

## **System Warnings**

DFAS WInS warns you about various inconsistent conditions that exist in your data input. For example, a warning message appears when a system-calculated total does not correspond to a user-entered total. Warning messages can be closed by clicking on the **OK** button.

## **Year 2000 Compliance**

DFAS WInS is Year 2000 compliant. All date fields require that you enter four (4) digits for year to ensure that differences between 1900 and 2000 are captured.

## 2. DFAS WEB INVOICING SYSTEM (WINS) HOME PAGE

The initial screen in DFAS WInS is the **DFAS Web Invoicing System (WInS) Home Page**. To access the system, a valid username and password must be entered, followed by a single click on the **Login** button. Before accessing any of the invoice templates, a username and password request must be submitted to DFAS by clicking on the **New Account** button and completing the **New Account Request Form** screens (Section 4). The DFAS WInS System Administrator will provide you with your username and password via e-mail, usually within two business days. DFAS recommends that you immediately change your password upon successfully logging into WInS (Section 7, Vendor Profile Update). After receiving your username and password, you must initiate testing with DFAS for each invoice type you wish to submit before you may submit live invoices. Test instructions and test partners may be found by clicking on the **Help** button on this screen.

Figure 2 depicts the **DFAS Web Invoicing System (WInS) Home Page**.



Figure 2. DFAS Web Invoicing System (WInS) Home Page

## DFAS WInS Home Page Field Definitions

Table 5 lists the data dictionary for each field on the DFAS WInS Home Page. Mandatory fields must be completed, optional fields may be completed at your discretion, and conditional fields must only be completed if your contract requires the information; otherwise, those fields are treated as optional.

**TABLE 5. DFAS WINS HOME PAGE FIELD DEFINITIONS**

FIELD	DEFINITION	DATA SOURCE	DATA REQUIREMENT	FIELD TYPE
Username	Identifies a unique user	DFAS	Mandatory	Alphanumeric
Password	Access code that coincides with username	DFAS, Vendor	Mandatory	Alphanumeric

## The Login, New Account, and Help Buttons

### Login

The **Login** button allows you to access the commercial invoice, public voucher, and progress pay submission capabilities of DFAS WInS. A username and password are required to use these capabilities. Clicking on the **Login** button directs you to the **WInS Payment System Picklist Screen** (Section 6).

### New Account

The **New Account** button allows a first-time user to register with DFAS. Clicking on the **New Account** button directs you to the **New Account Request Form Screen** (Section 4). A username and password are not required to access the **New Account Request Form Screen**. Vendor changes to registration information, to include requests for access to additional payment systems are made using the Vendor Information Screen (Section 7) **NOT** by submitting an additional **New Account Request Form**.

### Help

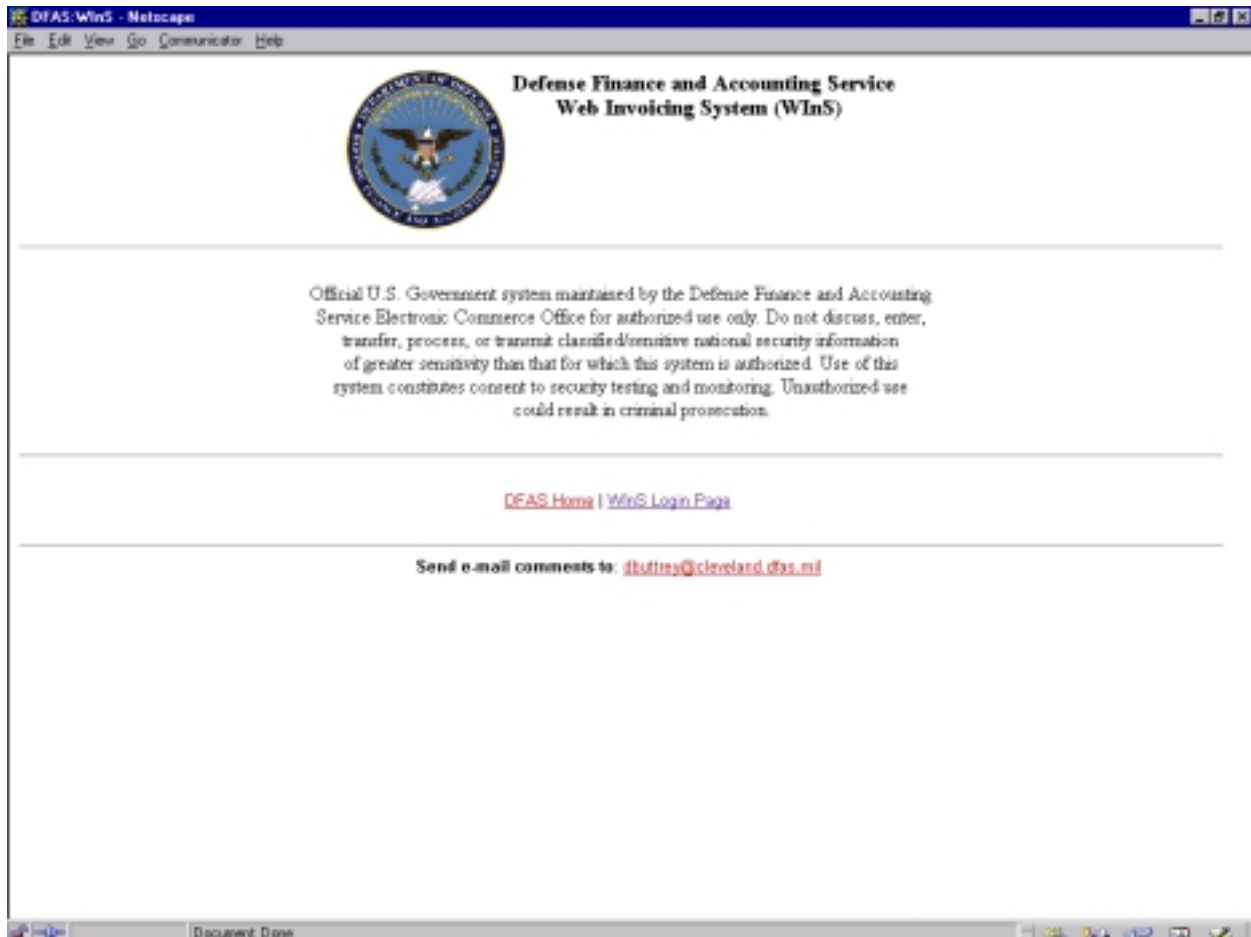
The **Help** button directs you to the WInS startup information, testing procedures, sample invoice, voucher and progress payment application screen layouts, and the Users Manual. A copy of the startup/testing information is provided in **Appendix A**.

The Version Number may be clicked to display a write-up of the significant changes incorporated with the most current release and a summary of the previous release.

Also accessible from the **DFAS WInS Home Page** are the **U.S. Government Computer System Security Notice** (Section 3), the DFAS Home Page (URL: <http://www.dfas.mil>), and an e-mail address to the DFAS Electronic Commerce Office.

### 3. WINS COMPUTER SYSTEM SECURITY NOTICE SCREEN

Figure 3 depicts the WInS Computer System Security Notice Screen.



**Figure 3. WInS Computer System Security Notice Screen**

This screen presents you with three interfaces:

- (1) DFAS Home Page: Directs you to the DFAS Home Page (URL: <http://www.dfas.mil>).
- (2) WInS Login Page: Directs you to the DFAS WInS Home Page.
- (3) E-mail address to the DFAS Electronic Commerce Office.

## 4. NEW ACCOUNT REQUEST FORM SCREEN

The **New Account Request Form Screen**, accessed by clicking on the **New Account** button (Section 2), allows you to enter general information—a “vendor profile”—about your organization and requests access to at least one of the identified DFAS Payment Systems. Please select only payment systems for which you have currently active contracts. DFAS uses this information to create a vendor profile for testing purposes and for live invoice, voucher, and progress payment submission. You will be sent your username and password via e-mail within two business days of submitting your New Account Request registration.

Figure 4a depicts the **New Account Request Form Screen**.

The screenshot shows a web browser window with the address bar displaying `https://ecweb.dfas.mil/account/profile/account1.cfm`. The page title is "REGISTER FOR THE SYSTEMS YOU WISH TO INVOICE". Below the title, there are four tabs: **MOCAS**, **SAMMS**, **STARS**, and **CAPS**. A instruction says "Click on Payment System for Payment Offices for the system".

The main form is titled "NEW ACCOUNT REQUEST FORM". It contains the following fields:

- \* Company Name
- \* First Name
- \* Last Name
- \* Cage Code
- \* Duns/Duns+4 Code
- \* Address1
- Address2
- \* City
- \* Country/State (dropdown menu showing "Alabama")
- \* Zip Code
- \* Phone Number
- Fax Number
- \* Email

Below the fields, there are two checkboxes:

- Interested in batch submission? [No]
- TACOM WEB\_EC direct vendor delivery user? [No]

Below the checkboxes, there are two red error messages:

- \*Field is required
- \*Field is required for STARS AND CAPS, AND IAPS, but is optional for others.

Below the error messages, there are two lines of text:

- You may enter more Cage codes after you click continue
- You may enter more Duns codes after you click continue

At the bottom of the form, there are two buttons: **Continue** and **Go Back**.

The Windows taskbar at the bottom shows the Start button, several open applications (regiscreenA.bsp - Paint, DFAS: Win5 Login - Micro..., https://ecweb.dfas.m...), and the system clock showing 4:21 PM.

**Figure 4a. New Account Request Form Screen**

## The MOCAS, SAMMS, STARS and CAPS Payment System Selection Checkboxes

The **MOCAS, SAMMS, STARS and CAPS Payment System Selection Checkboxes** allow you to register for one or more payment systems. Simply click on the applicable payment system(s).

Additional options, **Click [here](#) for MOCAS Payment Offices**, **Click [here](#) for SAMMS Payment Offices**, **Click [here](#) for STARS Payment Offices**, and **Click [here](#) for CAPS Payment Offices** direct you to information regarding the various MOCAS, SAMMS, STARS and CAPS payment offices. Again, only select payment systems for which you have active contracts. If, in the future, you are awarded contracts paid by other DFAS payment systems with WInS templates, you may request access to the new payment system by updating your profile through the **Vendor Information Screen** (Section 7). Data Fields identified by asterisks are mandatory and must be provided before WInS will accept the new account registration.

## New Account Request Form Screen Field Definitions

Table 6 lists the data dictionary for each field on the **New Account Request Form Screen**. Mandatory fields must be completed, optional fields may be completed at your discretion, and conditional fields must only be completed if your contract requires the information; otherwise, those fields are treated as optional.

**TABLE 6. NEW ACCOUNT REQUEST FORM SCREEN FIELD DEFINITIONS**

FIELD	DEFINITION	DATA SOURCE	DATA REQUIREMENT	FIELD TYPE
Company Name		Vendor	Mandatory	Alphanumeric
First Name	Vendor POC	Vendor	Mandatory	Alphanumeric
Last Name	Vendor POC	Vendor	Mandatory	Alphanumeric
CAGE Code	Commercial and Government Entity Code	DLIS	Mandatory	5 characters, Alphanumeric (No letter 'O')
DUNS/DUNS +4 Code	DUNS Code	Vendor	Conditional	9 or 13 digit numeric (no hyphens)
Address1		Vendor	Mandatory	Alphanumeric
Address2		Vendor	Optional	Alphanumeric
City		Vendor	Mandatory	Alphanumeric

FIELD	DEFINITION	DATA SOURCE	DATA REQUIREMENT	FIELD TYPE
Country/State		Vendor	Mandatory	Select from list
Zip Code		Vendor	Mandatory	Alphanumeric
Phone Number		Vendor	Mandatory	Alphanumeric
Fax Number		Vendor	Optional	Alphanumeric
Email		Vendor	Mandatory	Alphanumeric
Interested in batch submission?		Vendor	Mandatory	Select 'Yes' or 'No'
TACOM WEB_EC direct vendor delivery user?	Applies to MOCAS Commercial Invoices only.	Vendor	Mandatory	Select 'Yes' or 'No'

## The Continue and Go Back Buttons

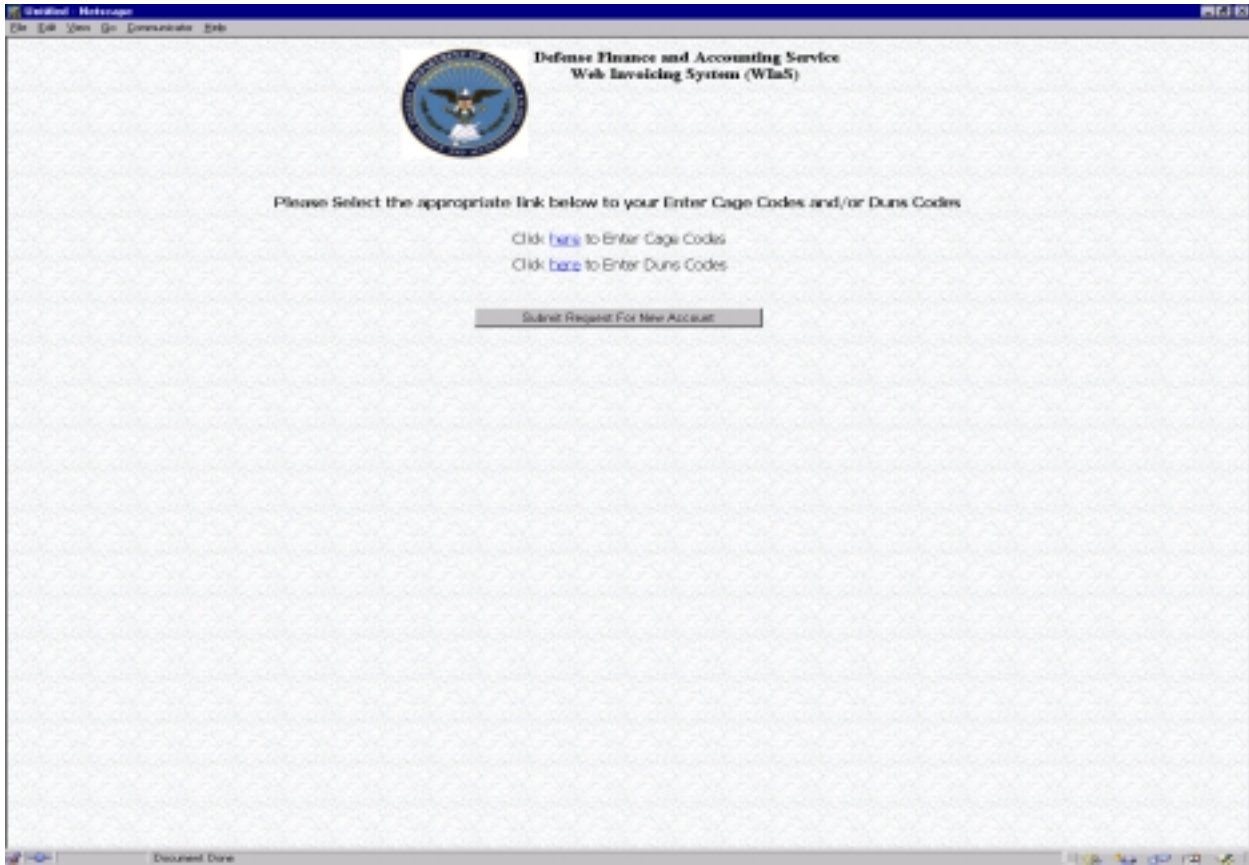


The **Continue** button directs you to the **Vendor CAGE Code / DUNS Code Selection Screen** (Figure 4b).



The **Go Back** button directs you to the **DFAS WInS Home Page** (Section 2).

Figure 4b depicts the **Vendor CAGE Code / DUNS Code Selection Screen**.



**Figure 4b. Vendor CAGE Code / DUNS Code Selection Screen**

The first option, **Click here to Enter Cage Codes**, directs you to the Vendor CAGE Code Registration Screen (Figure 4c). Additional Cage Codes may be entered from this screen as necessary. The New Account Request can then be submitted from the Vendor CAGE Code Registration Screen.

The second option, **Click here to Enter Duns Codes**, directs you to the Vendor Duns Code Registration Screen (Figure 4d). Additional Duns Codes may be entered from this screen as necessary.

## The Continue Button



The **Continue** button submits the **New Account Request** to DFAS WInS, unless access to the STARS payment system has been requested. For STARS requests, the user is directed to the **STARS Contract and Invoice Certification Information Screen** described in Section 4 of the STARS User Manual.

Figure 4c depicts the **Vendor CAGE Code Registration Screen**.

VENDOR CAGE CODES

CageCode

Add Clear

Continue

EDIT	CAGE CODE
<a href="#">Click Here</a>	0300200
<a href="#">Click Here</a>	12345

**Figure 4c. Vendor CAGE Code Registration Screen**

### **The CAGE Code Add, Clear, and Continue Buttons**

- Add** The **Add** button adds the CAGE Code to the initial registration from Figure 4a.
- Clear** The **Clear** button clears data from the CAGE Code data field before it has been submitted to the Vendor Information.
- Continue** The **Continue** button returns you to the **Vendor CAGE Code / DUNS Code Selection Screen** where you can submit the **New Account Request**.

The **Click Here** hyperlink allows an individual CAGE Code line item to be edited.

Figure 4d depicts the **Vendor DUNS Code Registration Screen**.

VENDOR DUNS CODES

DUNS Code

**Add** **Clear**

**Continue**

TEXT	DUNS CODE
<a href="#">Click Here</a>	123456789

Document Done

**Figure 4d. Vendor DUNS Code Registration Screen**

### **The DUNS Code Add, Clear, and Continue Buttons**

**Add**

The **Add** button adds the DUNS Code to the initial registration from Figure 4a.

**Clear**

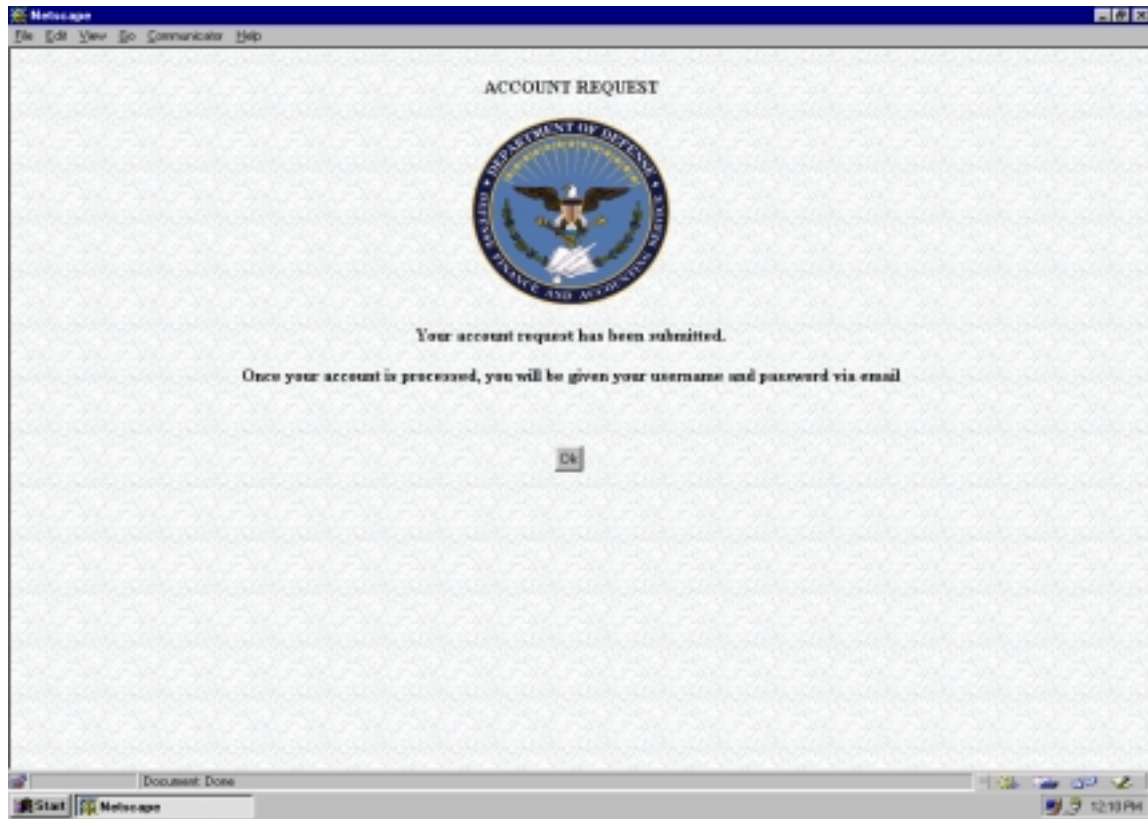
The **Clear** button clears data from the DUNS Code data field before it has been submitted to the Vendor Information.

**Continue**

The **Continue** button returns you to the **Vendor CAGE Code / DUNS Code Selection Screen** where you can submit the **New Account Request**.

The **Click Here** hyperlink allows an individual DUNS Code line item to be edited

Figure 4e depicts the **Account Request OK Screen**.



**Figure 4e. Account Request OK Screen**

## The OK Button



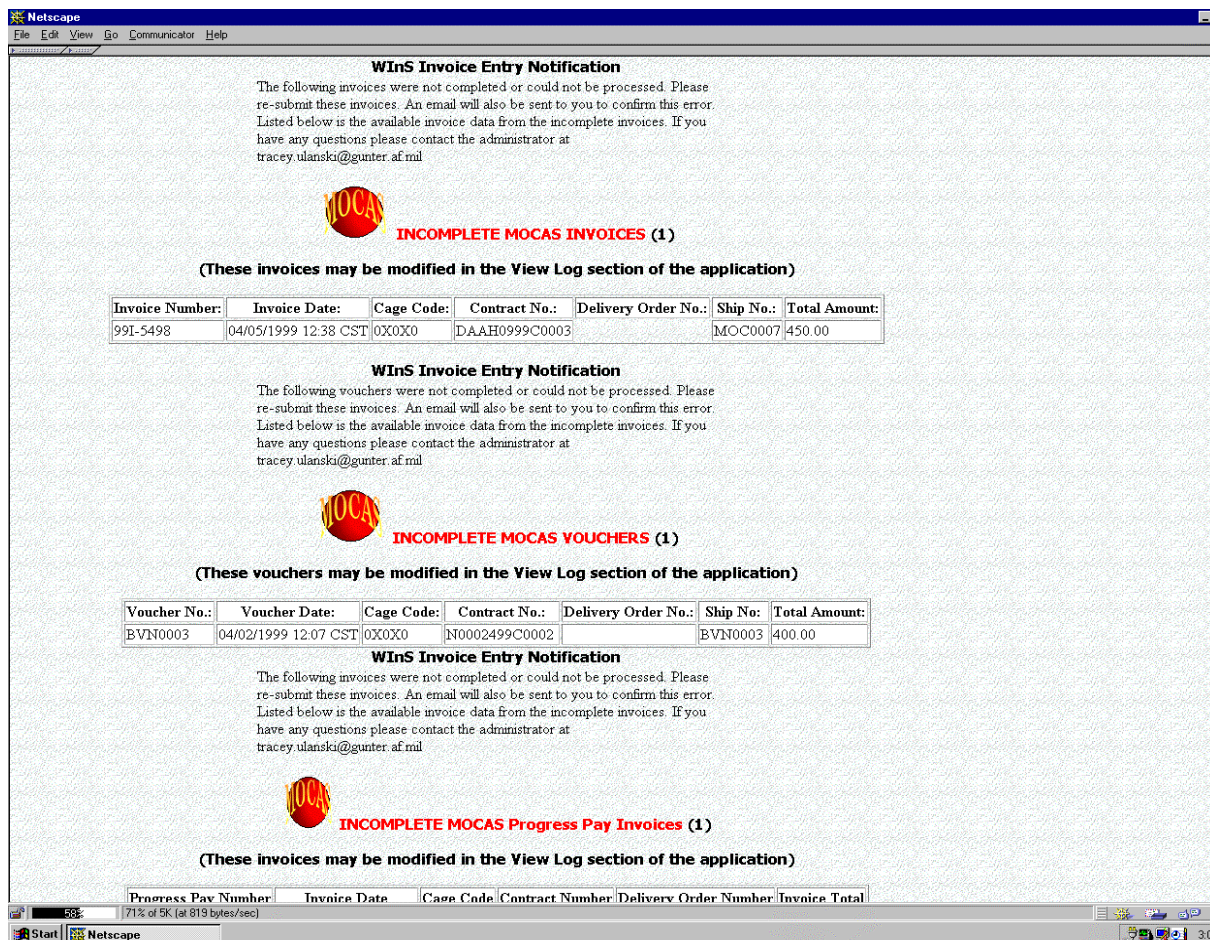
The **OK** button directs you to the **DFAS WinS Home Page** (Section 2).

**Note:** On receipt of a username and password, and prior to submission of actual invoices and vouchers, test transactions must be successfully processed. Refer to *Section 1, Overview, Procedures, Steps 1 and 2*, for testing procedures.

## 5. WINS INVOICE ENTRY WARNING NOTIFICATION SCREEN

When an invoice, voucher or progress payment request (PPR) has not been successfully submitted to DFAS WInS (incomplete invoice), the **WInS Invoice Entry Notification Warning Screen** appears. This screen, which provides status information directly after logging into the system, appears only when incomplete invoices, vouchers or progress payment requests are present. This warning will continue to appear after logging in until you either delete the invoice, voucher or progress payment request or complete and submit it to WInS. See the appropriate Submitted Commercial Invoices, Vouchers or Request for Progress Payment List Screen(s) for instructions on deleting or completing incomplete invoices or vouchers (Sections 13, 21, or 29). You will also receive this incomplete invoice/voucher/PPR information via e-mail as a reminder until the invoice, voucher or progress payment request is completed and successfully submitted to WInS.

Figure 5 depicts a sample **WInS Invoice Entry Notification Warning Screen**.



**Figure 5. WInS Invoice Entry Notification Warning Screen**

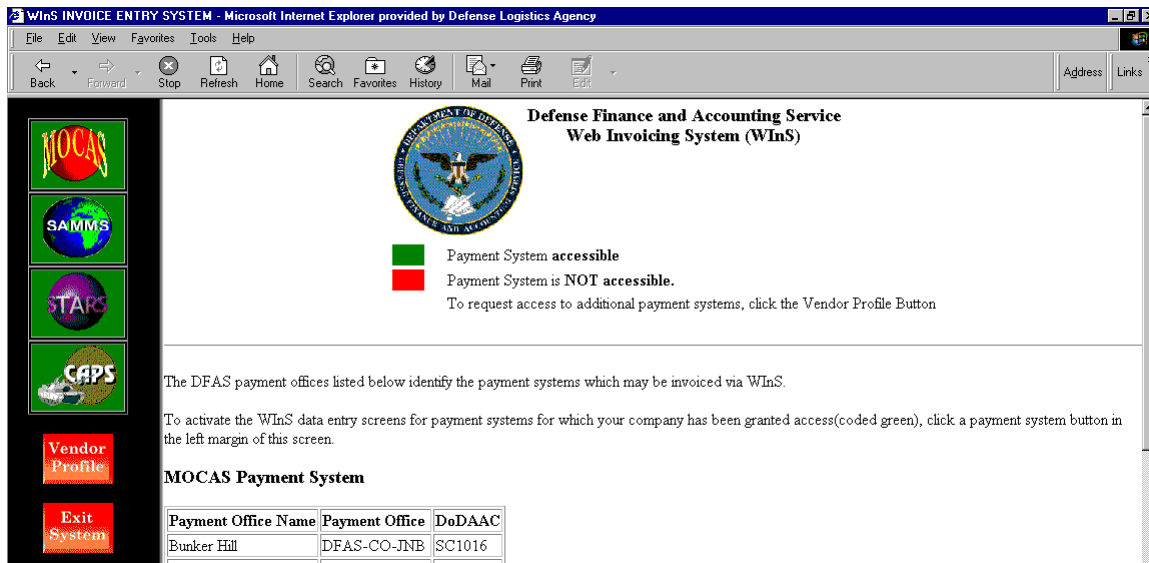
**Continue**

Clicking on the **Continue** button directs you to the **WInS Payment System Picklist Screen** (Figure 6).

## 6. WINS PAYMENT SYSTEM PICKLIST SCREEN

Once in WInS, you must select an accessible payment system for entering an invoice, voucher or progress payment request by clicking on the payment system button in the left margin. Accessible payment systems are color-coded Green. If you have active contracts with a payment system that is not currently accessible (color-coded Red), you may request access by clicking on the **Vendor Profile** button in the left margin and following the directions for access request (Section 7).

Figure 6 depicts the **WInS Payment System Picklist Screen**.



**Figure 6. WInS Payment System Picklist Screen**

If you are uncertain about which payment system pays your invoice, voucher or progress payment request, scroll down the Picklist and review the tabular data for the currently available payment systems (MOCAS, SAMMS, STARS and CAPS) as shown in Figure 6 (Continued) below. Once you have identified the correct payment system, select the appropriate WInS data entry screens by clicking on a payment system identified in the left margin of this screen.

WinS INVOICE ENTRY SYSTEM - Microsoft Internet Explorer provided by Defense Logistics Agency

File Edit View Favorites Tools Help


Back Forward Stop Refresh Home Search Favorites History Mail Print Edit Address Links






**Vendor Profile**

**Exit System**



**Defense Finance and Accounting Service  
Web Invoicing System (WinS)**

☒ Payment System accessible  
☐ Payment System is NOT accessible.

To request access to additional payment systems, click the Vendor Profile Button

The DFAS payment offices listed below identify the payment systems which may be invoiced via WinS.

To activate the WinS data entry screens for payment systems for which your company has been granted access(coded green), click a payment system button in the left margin of this screen.

### MOCAS Payment System

Payment Office Name	Payment Office	DoDAAC
Bunker Hill	DFAS-CO-JNB	SC1016
Minuteman	DFAS-CO-JNC	SC1032
New Dominion	DFAS-CO-JNF	SC1018
Southeast	DFAS-CO-JSA	SC1020
Capitol	DFAS-CO-JSC	SC1034
Chesapeake	DFAS-CO-JSD	SC1030
Gulfcoast	DFAS-CO-JWA	SC1024
Gateway	DFAS-CO-JWB	SC1028
DPRO West	DFAS-CO-JWD	SC1002
Santa Ana	DFAS-CO-JWT	SC1006
Van Nuys	DFAS-CO-JWV	SC1004

### SAMMS Payment System

Payment Office Name	Payment Office	DoDAAC
(DSCC Construction) DFAS-CO-LSCAA (SECC) S33181	DFAS-CO-LSCAA	S33181
(DSCC Electronic) DFAS-CO-LSCAB (SECE) S33184	DFAS-CO-LSCAB	S33184
(DSCR General) DFAS-CO-LSCAC (SECG) S44073	DFAS-CO-LSCAC	S44073
(DSCP Industrial) DFAS-CO-LSCBA (SEPI) S36054	DFAS-CO-LSCBA	S36054
(DSCP Clothing/Textile) DFAS-CO-LSCBA (SEPT) SC0100	DFAS-CO-LSCBA	SC0100
(DSCP Medical) DFAS-CO-LSCBA (SEPM) SC0200	DFAS-CO-LSCBA	SC0200

### STARS Payment System

Payment Office Code	Payment Office Name
N45924	DFAS Honolulu (DFAS-PC) [N45924]
N68566	DFAS Pensacola (DFAS-PE) [N68566]
N68892	DFAS Charleston (DFAS-CH) [N68892]
N68732	DFAS Norfolk (DFAS-NO) [N68732]
N68894	DFAS Oakland (DFAS-OK) [N68994]
N68688	DFAS San Diego (DFAS-SD) [N68688]
N00367	Stars Test Region (FMSO)[N00367]

### CAPS Payment Offices

Office Code	Office Location
HQ0300	LAWTON/FT. SILL
HQ0302	ROME
M67443	KANSAS CITY

Start | Exploring - Wins | Microsoft Word - ... | MSPL with CAP... | DLA Support Se... | WinS INVOL... | MSPL with CAP... | Internet | 4:48 PM

**Figure 6. WinS Payment System Picklist Screen  
(Continued)**

## The MOCAS, SAMMS, STARS and CAPS Buttons



The **MOCAS**, **SAMMS**, **STARS** and **CAPS** buttons direct you to the appropriate payment system.

## The Vendor Profile and Exit System Buttons



The **Vendor Profile** button directs you to the **Vendor Information Screen** (Section 7) where you may change your vendor registration information, to include changing your password, or request access to additional DFAS payment systems.



The **Exit System** button directs you to the **WInS Home Page** (Section 2).

## 7. VENDOR INFORMATION SCREEN

The **Vendor Information Screen** allows you to view and modify your vendor information as maintained by DFAS WInS. All data fields may be edited except the username which is assigned by the application to be vendor-unique. WInS forwards your vendor profile update to the appropriate DFAS payment office(s). You will receive a copy of this e-mail message as confirmation that the change was accepted into your WInS vendor profile, and forwarded to DFAS. You may also request access to additional DFAS payment systems serviced by WInS by clicking on the **Payment System** button(s) on the lower right of the **Vendor Information Screen** (Figure 7a). The **Payment System Icons** on the bottom left of Figure 7a indicate those systems for which you currently have access. Figure 7a depicts the **Vendor Information Screen**.

Profile - Microsoft Internet Explorer provided by Defense Logistics Agency

File Edit View Favorites Tools Help

Back Forward Stop Refresh Home Search Favorites History Mail Print Edit

Address

Company: WInS Testing Company

First Name: Keith

Last Name: Bowman

Address 1: 1931 Jefferson Davis Highway

Address 2:

City: Arlington

Country/State: Virginia

Zip: 22240

Phone: (703) 607-3757

Fax:

Email: keith.bowman@dfas.mil

Interested in batch submission? Yes

TACOM WEB\_EC direct vendor delivery user? No

USERNAME: mocas

PASSWORD:

CONFIRM PASSWORD:

Click [here](#) to view/edit your system Cage codes

Click [here](#) to view/edit your system Duns codes

Click [here](#) to view/edit your STARS contract and invoice certification information

System	Payment Offices	Account Status
MOCAS	<a href="#">Offices</a>	You have access
SAMMS	<a href="#">Offices</a>	You have access
STARS	<a href="#">Offices</a>	Approved to submit live invoices
CAPS	<a href="#">Offices</a>	You have access

Update Reset Go Back

Done

Start Internet Explorer DLA Support Profile - ... Exploring - ... Microsoft ... vprof1 - Paint Internet 11:03 AM

Figure 7a. Vendor Information Screen

## Vendor Information Screen Field Definitions

Table 7 lists the data dictionary for each field on the **Vendor Information Screen**. Mandatory fields must be completed, optional fields may be completed at your discretion, and conditional fields must only be completed if your contract requires the information; otherwise, those fields are treated as optional.

**TABLE 7. VENDOR INFORMATION SCREEN FIELD DEFINITIONS**

FIELD	DEFINITION	DATA SOURCE	DATA REQUIREMENT	FIELD TYPE
Company		Vendor	Mandatory	Alphanumeric
First Name		Vendor	Mandatory	Alphanumeric
Last Name		Vendor	Mandatory	Alphanumeric
Address1		Vendor	Mandatory	Alphanumeric
Address2		Vendor	Optional	Alphanumeric
City		Vendor	Mandatory	Alphanumeric
State		Vendor	Mandatory	Alphanumeric
Zip		Vendor	Mandatory	Alphanumeric
Phone		Vendor	Mandatory	Alphanumeric
Fax		Vendor	Optional	Alphanumeric
Email		Vendor	Mandatory	Alphanumeric
Interested in batch submission?		Vendor	Mandatory	Select 'Yes' or 'No' from list
TACOM WEB_EC direct vendor delivery user?		Vendor	Mandatory	Select 'Yes' or 'No' from list
Username		Vendor	Mandatory	Alphanumeric
Password		Vendor	Mandatory	Alphanumeric

FIELD	DEFINITION	DATA SOURCE	DATA REQUIREMENT	FIELD TYPE
Confirm Password		Vendor	Mandatory	Alphanumeric

## The Update, Reset, and Go Back Buttons

### Update

After you modify any vendor information, the **Update** button saves the new information and forwards an update to DFAS. If CAGE Code information has changed, see the note at the bottom of the **Vendor Information Screen** (Figure 7a), which directs you to the **Vendor CAGE Code Screen** (Figure 7b). If DUNS Code information has changed, see the note at the bottom of the **Vendor Information Screen** (Figure 7a), which directs you to the **Vendor DUNS Code Screen** (Figure 7d).

### Reset

The **Reset** button clears any vendor-entered changes that have not yet been submitted via the **Update** button, and restores the original information.

### Go Back

The **Go Back** button directs you to the **WInS Payment System Picklist Screen** (Section 6).

Figure 7b depicts the **Vendor CAGE Codes Screen**

**VENDOR CAGE CODES**

Cage Code

**Add** **Clear** **Go Back**

EDIT	CAGE CODE
<a href="#">Click Here</a>	0X0X0
<a href="#">Click Here</a>	12345
<a href="#">Click Here</a>	22122

**Figure 7b. Vendor CAGE Code Screen**

## The Add, Clear, and Go Back Buttons

### **Add**

Once a CAGE Code has been entered into the CAGE Code data field, the **Add** button inserts the data into a line item on the **Vendor CAGE Code Screen** and resets the data field for the next CAGE Code Entry.

### **Clear**

The **Clear** button clears out any CAGE Code entered into the data field but not yet submitted via the **Add** button.

### **Go Back**

The **Go Back** button directs you to the **Vendor Information Screen** (Figure 7a).

**Click Here** directs you to the **Vendor CAGE Code Screen (Updates)** and displays the chosen CAGE Code from that CAGE Code Record.

Figure 7c depicts the **Vendor CAGE Code Screen (Updates)**.

VENDOR CAGE CODES

CageCode X000X

Update Reset Cancel Delete

ID#T	CAGE CODE
<a href="#">Click Here</a>	X000X

Document Done

**Figure 7c. Vendor CAGE Code Screen (Updates)**

### **The Update, Reset, Cancel, and Delete Buttons**

- Update** Once the CAGE Code has been edited, the **Update** button records the change on the **Vendor CAGE Code Screen**.
- Reset** After the CAGE Code has been edited in the data field, but before submitting with the **Update** button, the **Reset** button will restore the original CAGE Code to the data field on the **Vendor CAGE Code Screen** (Figure 7b).
- Cancel** The **Cancel** button returns you to the pre-edit data set from the **Vendor CAGE Code Screen** (Figure 7b).
- Delete** The **Delete** button deletes the identified CAGE Code unless it is the last remaining CAGE Code on the **Vendor CAGE Code Screen** (Figure 7b).

Figure 7d depicts the **Vendor DUNS Codes Screen**.

VENDOR DUNS CODES

DUNS Code:

**Add** **Clear** **Go Back**

EDIT	DUNS CODE
<a href="#">Click Here</a>	123456789

**Figure 7d. Vendor DUNS Code Screen**

## The Add, Clear, and Go Back Buttons

- Add** Once a DUNS Code has been entered into the DUNS Code data field, the **Add** button inserts the data into a line item on the **Vendor DUNS Code Screen** and resets the data field for the next DUNS Code Entry.
- Clear** The **Clear** button clears out any DUNS Code entered into the data field but not yet submitted via the **Add** button.
- Go Back** The **Go Back** button directs you to the **Vendor Information Screen** (Figure 7a).

**Click Here** directs you to the **Vendor DUNS Code Screen (Updates)** and displays the chosen DUNS Code from that DUNS Code Record.

Figure 7e depicts the **Vendor DUNS Code Screen (Updates)**.

The screenshot shows a Netscape browser window displaying a web form titled "VENDOR DUNS CODES". At the top, there is a text input field labeled "DUNS Code" containing the value "123456789". Below this field are four red buttons: "Update", "Reset", "Cancel", and "Delete". Below the buttons is a table with two columns: "EDIT" and "DUNS CODE". The "EDIT" column contains a blue hyperlink labeled "Click Here". The "DUNS CODE" column contains the value "123456789".

**Figure 7e. Vendor DUNS Code Screen (Updates)**

## The Update, Reset, Cancel, Delete, and Go Back Buttons

### **Update**

Once the DUNS Code has been edited, the **Update** button records the change on the **Vendor DUNS Code Screen**.

### **Reset**

After the DUNS Code has been edited in the data field, but before submitting with the **Update** button, the **Reset** button will restore the original DUNS Code to the data field on the **Vendor DUNS Code Screen** (Figure 7d).

### **Cancel**

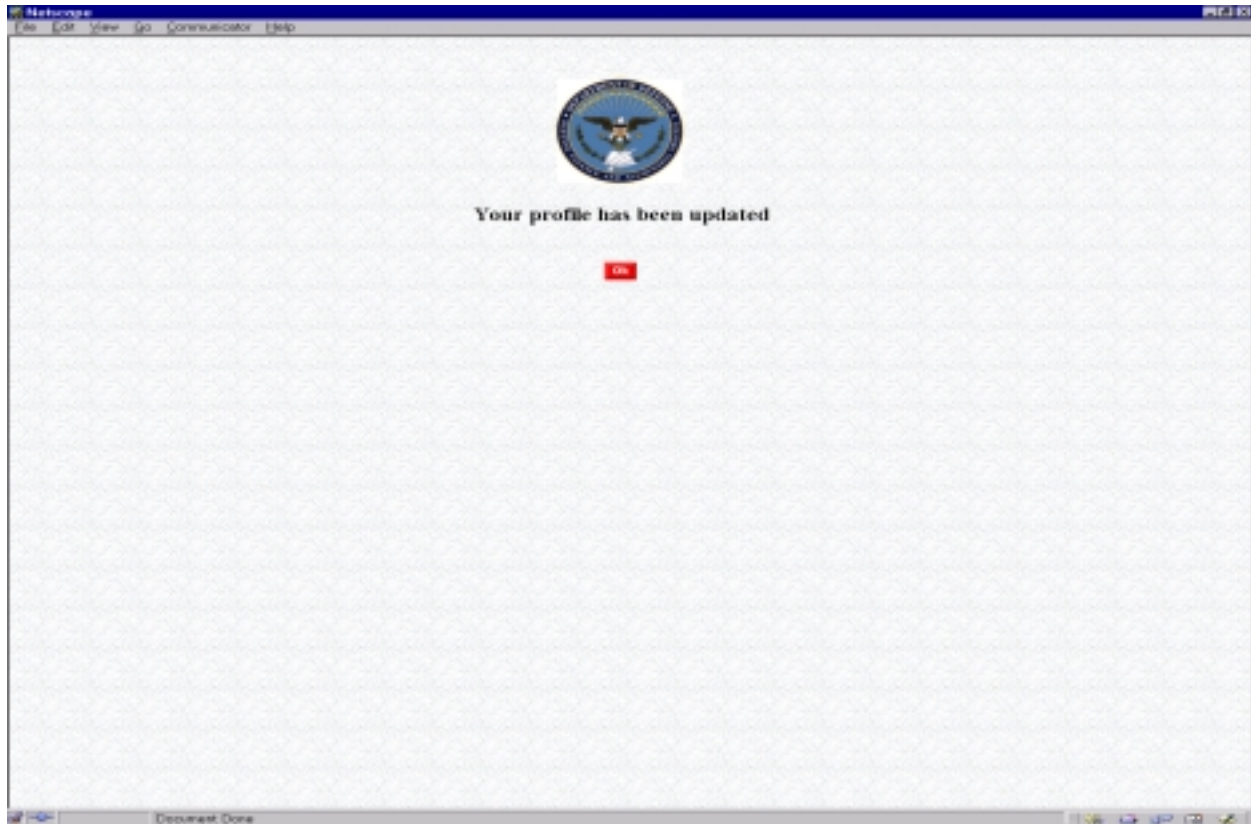
The **Cancel** button returns you to the pre-edit data set from the **Vendor DUNS Code Screen** (Figure 7d).

### **Delete**

The **Delete** button deletes the identified DUNS Code unless it is the last remaining DUNS Code on the **Vendor DUNS Code Screen** (Figure 7d).

Once information on the **Vendor Information Screen** has been updated, the **Vendor Information Update Submission OK Screen**, shown below, appears as verification.

Figure 7f depicts the **Vendor Information Update Submission OK Screen**



**Figure 7f. Vendor Information Update Submission OK Screen**

## The OK Button

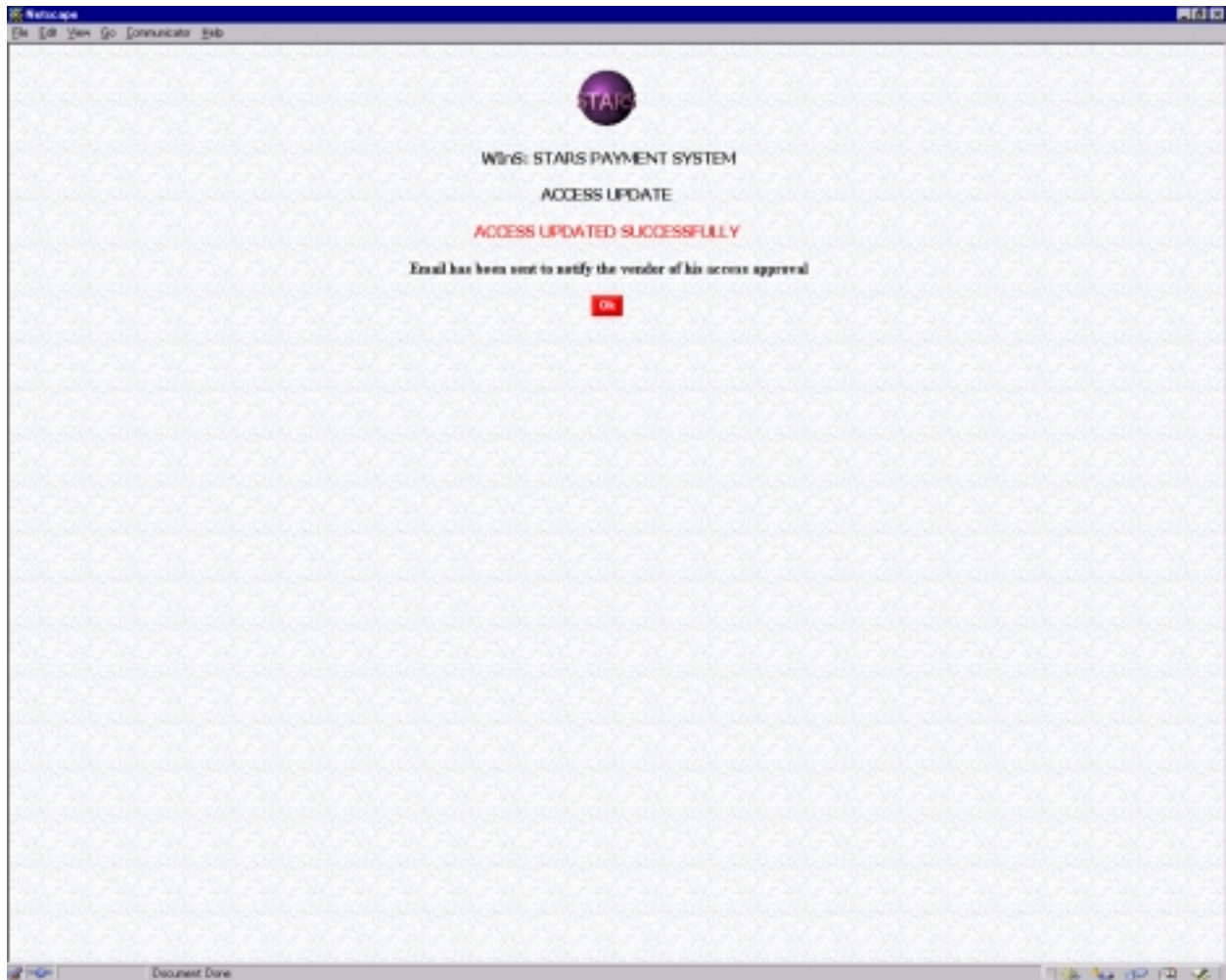


The **OK** button returns you to the **WInS Payment System Picklist Screen** (Section 6).

## Additional Payment System Access Requests

You may also request access to additional DFAS payment systems serviced by WInS by clicking on the **Payment System** button(s) on the lower right of the **Vendor Information Screen** (Figure 7a). The **Payment System Icons** on the bottom left of Figure 7a indicate those systems for which you already have access. **DO NOT** request access to additional payment systems via the **New Account Request Form** (Section 4).

Figure 7g depicts an **Additional Payment System (STARS) Access Request Screen**

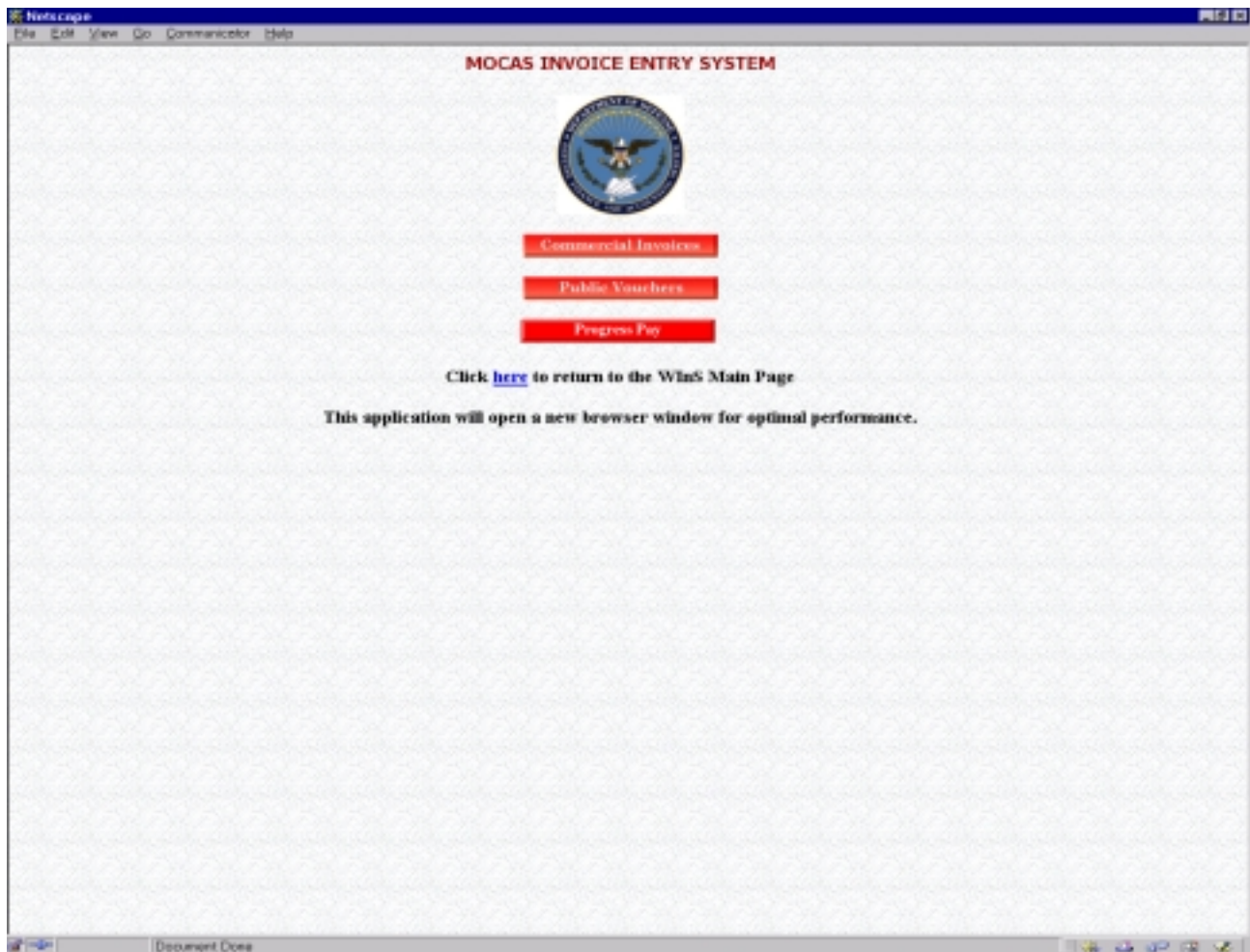


**Figure 7g. Additional Payment System (STARS) Access Request Screen**

## 8. MOCAS COMMERCIAL INVOICE/PUBLIC VOUCHER/PROGRESS PAY SELECTION SCREEN

The **MOCAS Commercial Invoice/Public Voucher/Progress Pay Selection Screen** contains the MOCAS menu of DFAS WInS. It allows you to prepare and submit a commercial invoice, public voucher, or progress pay request to the MOCAS payment system resident at the DFAS Columbus Center.

Figure 8 depicts the **MOCAS Commercial Invoice/Public Voucher/Progress Pay Selection Screen**.



**Figure 8. MOCAS Commercial Invoice/Public Voucher/  
Progress Pay Selection Screen**

## The Commercial Invoice, Public Voucher, and Progress Pay Buttons

### Commercial Invoices

The **Commercial Invoices** button directs you to the **MOCAS Commercial Invoice Header Screen** (WInS Users Manual, Volume 1) to begin the process of submitting a commercial invoice to DFAS.

### Public Vouchers

The **Public Vouchers** button directs you to the **MOCAS Public Voucher Header Screen** (WInS Users Manual, Volume 2) to begin the process of submitting a public voucher to DFAS.

### Progress Pay

The **Progress Pay** button directs you to the **MOCAS Progress Pay Header Screen** (Section 9) to begin the process of submitting a progress pay invoice to DFAS.

Click [here](#) to return to the main page returns you to the **WInS Payment System Picklist Screen** (Section 6).

## 9. MOCAS REQUEST FOR PROGRESS PAYMENT HEADER SCREEN

The **MOCAS Request for Progress Payment (PPR) Header Screen** is used to enter general information and establish the data entry requirements (FMS and/or delivery made under this contract) and is divided into two segments. The top portion of the screen, shown in Figure 8a, contains the Request for Progress Payment Header section, which is used to enter general information about a particular invoice. The manual data entry screen below carries all contract numbers invoiced against for the past 120 – 150 days. The Contract Number scroll box can be used as a trigger to pre-populate other Header Screen data fields in order to reduce routine data element entry. If the contract number is new, or the vendor desires to enter all data, then the contract number can be data entered as well.

Figure 9a depicts the **MOCAS Request for Progress Payment – Section I: Identification Information Screen**.

The screenshot shows the 'Request for Progress Payment (PPR) Header' screen in the MOCAS Invoice Entry System. The browser title bar indicates 'MOCAS INVOICE ENTRY SYSTEM - PROGRESS PAY INVOICE - Progress Pay Header - Netscape'. The screen is divided into a left sidebar and a main content area. The sidebar contains a 'MOCAS' logo and four buttons: 'View Log', 'Cancel Invoice', and 'Exit System'. The main content area is titled 'Section I: Identification Information' and contains various data entry fields and dropdown menus. The fields are organized into two main sections: 'Section I: Identification Information' and 'Section II: Identification Information'. The 'Section I' section includes fields for 'CONTRACT NO.' (with a dropdown menu showing 'DAAHD198CR025'), 'DELIVERY ORDER NO.', 'ACQ APPROVAL REQUIRED?' (dropdown: 'NO'), 'FMS PROGRESS PAYMENT?' (dropdown: 'YES'), 'PROGRESS PAYMENT TYPE' (dropdown: 'Orig. Request'), 'SMALL BUSINESS?' (dropdown: 'NO'), and 'DELIVERY MADE UNDER THIS CONTRACT?' (dropdown: 'YES'). The 'Section II' section includes fields for 'ADMINISTRATIVE OFFICE CODE' (dropdown: 'S2103A - Westinghouse Electric-Baltimore'), 'DFAS PAYMENT OFFICE' (dropdown: 'West Entitlement'), 'CONTRACT PRICE' (text: '2467772'), 'CONTRACT MOD NO.' (text: ''), 'PROGRESS PAYMENT RATE %' (text: '75'), 'LIQUIDATION RATE %' (text: '75.5'), 'CONTRACT AWARD DATE' (text: '1997/12/01'), 'CAGE CODE' (dropdown: '0X0X0'), 'PROGRESS PAY REQUEST NO.' (text: '027'), and 'STATEMENT OF COSTS THROUGH DATE' (text: '1999/09/30').

Section I: Identification Information	
CONTRACT NO. <small>Select from list</small>	<input type="text" value="DAAHD198CR025"/>
DELIVERY ORDER NO.	<input type="text"/>
ACQ APPROVAL REQUIRED?	<input type="text" value="NO"/>
FMS PROGRESS PAYMENT?	<input type="text" value="YES"/>
PROGRESS PAYMENT TYPE	<input type="text" value="Orig. Request"/>
SMALL BUSINESS?	<input type="text" value="NO"/>
DELIVERY MADE UNDER THIS CONTRACT?	<input type="text" value="YES"/>

Section II: Identification Information	
ADMINISTRATIVE OFFICE CODE	<input type="text" value="S2103A - Westinghouse Electric-Baltimore"/>
DFAS PAYMENT OFFICE	<input type="text" value="West Entitlement"/>
CONTRACT PRICE	<input type="text" value="2467772"/>
CONTRACT MOD NO.	<input type="text"/>
PROGRESS PAYMENT RATE % <small>(e.g. 75%, ENTERED AS 75)</small>	<input type="text" value="75"/>
LIQUIDATION RATE % <small>(e.g. 75.5%, ENTERED AS 75.5)</small>	<input type="text" value="75.5"/>
CONTRACT AWARD DATE <small>(YYYY/MM/DD)</small>	<input type="text" value="1997/12/01"/>
CAGE CODE	<input type="text" value="0X0X0"/>
PROGRESS PAY REQUEST NO.	<input type="text" value="027"/>
STATEMENT OF COSTS THROUGH DATE <small>(YYYY/MM/DD)</small>	<input type="text" value="1999/09/30"/>

Figure 9a. Request for Progress Payment – Section I: Identification Information Screen

The lower half of the **PPR Header Screen** contains the Section II: Statement of Costs Under this Contract Section, (Figure 9b) which is used to enter line item information for the Request for Progress Payment.

## **MOCAS Request for Progress Payment Section I: PPR Identification Information Section Field Definitions**

Table 8 lists the data dictionary for each field in the MOCAS Request for Progress Payment – Section I: PPR Identification Information Section. Mandatory fields must be completed, optional fields may be completed at your discretion, and conditional fields must only be completed if your contract requires the information.

**TABLE 8. MOCAS REQUEST FOR PROGRESS PAYMENT SECTION I: PPR IDENTIFICATION INFORMATION SECTION**

<b>FIELD</b>	<b>DEFINITION</b>	<b>DATA SOURCE</b>	<b>DATA REQUIREMENT</b>	<b>FIELD TYPE</b>
Contract No.	Contract number from which the invoice is derived.	Contract	Mandatory	Select from list or enter 13 characters, alphanumeric (no letter “O”)
Delivery Order No.	Delivery order number assigned to the order.	Contract	Conditional	4 characters, alphanumeric
ACO Approval Required	Indicates whether the invoice requires Administrative Contracting Officer (ACO) approval.	Vendor	Conditional	Select <b>Yes</b> or <b>No</b> from the dropdown list.
FMS Progress Payment	Indicates whether the invoice is a Foreign Military Sales invoice.	Vendor	Conditional	Select <b>Yes</b> or <b>No</b> from the dropdown list.
Progress Payment Type	The type of progress payment (Original Request, Corrected, or Withdrawal).	Vendor	Mandatory	Select from list.
Small Business	Indicates whether the vendor is a small business.	Vendor	Conditional	Select <b>Yes</b> or <b>No</b> from the dropdown list.
Delivery Made Under this Contract	Indicates whether a delivery has been made under the listed contract.	Vendor	Conditional	Select <b>Yes</b> or <b>No</b> from the dropdown list.
Administrative Office Code	Provides a list of administrative offices and their corresponding codes.	Contract	Mandatory	Select from list

FIELD	DEFINITION	DATA SOURCE	DATA REQUIREMENT	FIELD TYPE
DFAS Payment Office	Provides a list of MOCAS payment offices.	Contract	Mandatory	Select from list
Contract Price	The price of the contract.	Contract	Mandatory	Numeric, up to 17 digits (no decimals)
Contract Mod. No.	The contract modification number assigned to the contract.	Contract	Mandatory	6 characters, alphanumeric
Progress Payment Rate %	Progress Payment rate.	Vendor	Mandatory	Numeric, xx
Liquidation Rate %	The liquidation rate.	Vendor	Mandatory	Numeric, xx.x
Contract Award Date	The date the contract was awarded.	Contract	Optional	yyyy/mm/dd
CAGE Code	The vendor's designated Contract and Government Entity Code.	DLIS	Mandatory	Select from list
Progress Payment Request No.	The Progress Pay Request Number that is assigned to this invoice.	Contract	Mandatory	3-character numeric (nnn) or 4-characters (nnna) alphanumeric
Statement of Costs Through Date	The date through which costs have been accumulated from contract inception for inclusion in this Request for Progress Payment.	Contract	Mandatory	yyyy/mm/dd

Figure 9b depicts the **MOCAS PPR Section II: Statement of Costs under This Contract Screen**.

Section II: Statement of Costs under this Contract		
9. Paid costs eligible under the Progress Payment Clause	0	
10. Incurred costs eligible under the Progress Payment Clause	1516493	
11. Total costs eligible for progress payment (Item 9 plus 10)		1516493
12. a. Total costs incurred, to date	1516493	
b. Estimated additional cost to complete	56056	
13. Item 11 multiplied by the progress payment rate		1137370
14. a. Progress payments paid to subcontractors	0	
b. Liquidated progress payments to subcontractors	0	
c. Unliquidated progress payments to subcontractors (Item 14a less 14b)		0
d. Subcontract progress billings approved for current payment	0	
e. Eligible subcontractor progress payments (Item 14c plus 14d)		0
15. Total dollar amount (Item 13 plus 14e)		1137370
16. Contract price multiplied by the liquidation rate		1850829
17. The lesser of Item 15 and Item 16		1137370
18. Total amount of previous progress payments requested	1105228	
19. Amount remaining which is eligible for payment (Item 17 less 18)		32142

Submit From Here   Computation of Limits (Section III)   FMS Screen   Clear   Help

**Figure 9b. PPR Section II: Statement of Costs under This Contract Screen**

## **MOCAS Request for Progress Payment—Section II: Statement of Costs Under this Contract Section Field Definitions**

Table 9 lists the data dictionary for each field on the MOCAS Request for Progress Payment **Section II:Statement of Costs Under this Contract Section**. Mandatory fields must be completed, optional fields may be completed at your discretion, and conditional fields must only be completed if your contract requires the information.

**Note:** Fields indicated by an asterisk (\*) are automatically calculated and are, therefore, uneditable; however, these fields are automatically recalculated when the editable fields that make up that calculation are modified.

**Note:** All cost data entered must be rounded **up** to the next whole number and must not include decimal points, commas, or dollar signs.

**TABLE 9. MOCAS SECTION II: STATEMENT OF COSTS UNDER THIS CONTRACT SECTION**

FIELD	DEFINITION	DATA REQUIREMENT
9. Paid costs eligible under the Progress Payment Clause	For large business contracts <b>only</b> , the data in this field indicates those recorded costs that have resulted at times of request payment made by cash, check, or other form of actual payment for items or services purchased directly for the contract. This includes items delivered, accepted, and paid for, resulting in liquidation of subcontractor progress payments.  <b>Note:</b> If you indicated above that this invoice is from a small business, enter zero (0) in this field.	Mandatory
10. Incurred costs eligible under the Progress Payment Clause	For small business contracts <b>only</b> , the data in this field indicates the total costs incurred for that contract. Costs in this field are not to include advance payments, down payments, deposits, or progress payments to subcontractors, suppliers, or others.	Mandatory
11. Total costs eligible for progress payment*	The sum of Item 9 and Item 10.	System generated
12a. Total costs incurred, to date	The total contract costs incurred, to date. If the actual amount is unknown, enter the best possible estimate.	Mandatory
12b. Estimated additional cost to complete	The estimated cost to complete the contract. The estimate may be the last estimate, adjusted for costs incurred since the last estimate; however, estimates should be made no less frequently than every six months.	Mandatory
13. <u>Item 11</u> multiplied by the progress payment rate*	The sum of Item 11 multiplied by the progress payment rate.	System Generated
14a. Progress payments paid to subcontractors	Progress payments actually paid to subcontractors to date.	Mandatory

FIELD	DEFINITION	DATA REQUIREMENT
14b. Liquidated progress payments to subcontractors	Total progress payments recouped from subcontractors.	Mandatory
14c. Unliquidated progress payments to subcontractors* (Item 14a less 14b)	Unliquidated progress payments to subcontractors—the sum of Item 14b subtracted from Item 14a.	System generated
14d. Subcontract progress billings approved for current payment	For Small Business prime contracts, indicates the amount of unpaid subcontract progress payment billings that have been approved by the contractor for the current payment in the ordinary course of business. For other contracts, enter a “0” amount.	Mandatory
14e. Eligible subcontractor progress payments* (Item 14c plus 14d)	Eligible subcontractor progress payments—the sum of Item 14 and Item 14d.	System generated
15. Total dollar amount* (Item 13 plus 14e)	The sum total of Item 13 and Item 14e.	System generated
16. Contract price multiplied by the liquidation rate*	The contract price multiplied by the liquidation rate.	System generated
17. The lesser of <u>Item 15</u> and <u>Item 16</u> *	The subtotal calculation made up of the lesser of Item 15 and Item 16.	System generated
18. Total amount of previous progress payments required	The total amount of the previous progress payments.	Mandatory
19. Amount remaining which is eligible for payment*	The amount remaining when Item 18 is deducted from Item 17.	System generated

## The Submit from Here, Computation of Limits, FMS Screen, Clear, and Help Buttons

### Submit From Here

Selecting this button directs the user to the **PPR Contractor Certification Screen** (Section 12) unless the FMS Progress Payment? and/or Delivery Made Under this Contract? Data entry scrolls were set to “Yes.” If either FMS Progress Payment or Delivery Made Under this Contract are “Yes,” you must complete these screens before you may submit the Request for Progress Payment.

### Computation of Limits (Section III)

If a delivery was made under the contract, you will be required to complete the Computation of Limits Screen, which appears when you select this button (Section 10).

**FMS Screen**

If the invoice is a foreign military sales payment, you are required to complete the Foreign Military Sales Screen, which appears when you select this button (Section 11). If the invoice requires both the Computation of Limits **AND** the Foreign Military Sales screens, proceed first to the Computation of Limits, then to FMS.

**Clear**

Selecting this button clears the screen of all the data you entered on the Progress Payment Header Screen.

**Help**

Selecting this button provides you with field definitions and instructions for completing the Request for Progress Payment header, Foreign Military Sales, and Computation of Limits Screens.

## The View Log, Cancel Invoice, and Exit System Buttons

**View  
Log**

Selecting this button displays the **MOCAS Submitted Progress Pay Invoices Screen**, where you can view, edit, or print previously submitted Requests for Progress Payments (Section 14).

**Cancel  
Invoice**

Selecting this button cancels the active PPR before it is submitted to the WInS payment system.

**Exit  
System**

Selecting this button returns you to the MOCAS Invoice Entry System Main Menu screen.

## 10. MOCAS REQUEST FOR PROGRESS PAYMENT SECTION III: COMPUTATION OF LIMITS SCREEN

If you indicated on the **Request for Progress Payment (PPR) Header Screen** (Section 9) that a delivery was made under this contract, you must complete the **Request for Progress Payment (PPR) Section III: Computation of Limits Screen**, as shown in Figure 10. Header information is carried over from the **Request for Progress Payment (PPR) Header Screen** identifying the Progress Payment Number, the Contract Price, FMS status and the Line 19 PPR invoice Total Dollars in **READ-ONLY** fields at the top of the screen.

Figure 10 depicts the **Request for Progress Payment Section III: Computation of Limits Screen**.

**MOCAS INVOICE ENTRY SYSTEM - PROGRESS PAY INVOICE - Computation of Limits - Netscape**

**Request for Progress Payment (PPR) - Limits Computation (Shipment Made)**

PROGRESS PAY No. **027** CONTRACT PRICE \$ **2467772**  
FMS Selected **Yes** LINE 19 **\$ 32142**

**Section III: Computation of Limits for Outstanding Progress Payments**

20. a. Costs included as eligible that are applicable to items delivered, invoiced, and accepted to date   
b. Costs applicable to items undelivered and to delivered items not accepted to date (Item 11 less 20a)   
c. Item 20b multiplied by the progress payment rate   
d. Eligible subcontractor progress payments (Item 14e)   
e. Limitation (Item 20c plus 20d)   
21. a. Contract price of items delivered, accepted, and invoiced   
b. Contract price of items not delivered, accepted or invoiced (contract price less 21a)   
c. Item 21b multiplied by the liquidation rate   
d. Unliquidated advance payments plus accrued interest   
e. Limitation amount (Item 21c less 21d)   
22. Maximum unliquidated progress payments (Lesser of Item 20e or 21e)   
23. Total amount applied to reduce progress payment   
24. Unliquidated progress payments (Item 15 less 23)   
25. Maximum amount allowable for progress payment (Item 22 less 24)   
26. Amount of Current Invoice for Progress Payment (Lesser of Item 23 or 19)

**Return to Header** **Submit From Here** **FMS Screen** **Clear** **Help**

Figure 10. Request for Progress Payment Section III: Computation of Limits Screen

## MOCAS Request for Progress Payment—Section III: Computation of Limits Screen Field Definitions

Table 10 lists the data dictionary for each field on the **Request for Progress Payment—Computation of Limits Screen**. Mandatory fields must be completed, optional fields may be completed at your discretion, and conditional fields must only be completed if your contract requires the information.

**Note:** Fields indicated by an asterisk (\*) are automatically calculated and are, therefore, uneditable; however, these fields are automatically recalculated when the editable fields that make up that calculation are modified.

**Note:** All cost data entered must be rounded up to the next whole number and must not include decimal points, commas, or dollar signs.

**TABLE 10. REQUEST FOR PROGRESS PAYMENT—COMPUTATION OF LIMITS SCREEN FIELD DEFINITIONS**

FIELD	DEFINITION	DATA REQUIREMENT
20a. Costs included as eligible that are applicable to items delivered, invoiced, and accepted to date	<p>Of the costs reported in Item 11 of the Request for Progress Payment Header screen, compute and enter only costs that are properly allocable to items delivered, invoiced, and accepted to the applicable date. In order of preference, these costs are to be computed on the basis of one of the following:</p> <p>(a) The actual unit cost of items delivered, giving proper consideration to the detriment of the starting load costs</p> <p>(b) Projected unit costs (based on experienced costs plus the estimated cost to complete the contract) where the contractor maintains cost data that will clearly establish the reliability of such estimates.</p>	Mandatory

FIELD	DEFINITION	DATA REQUIREMENT
20b. Costs applicable to items undelivered and to delivered items not accepted to date* (Item 11 less 20a)	Costs applicable to undelivered and to delivered items not accepted to date.	System generated
20c. Item 21b multiplied by the progress payment rate*	The total of Item 20b multiplied by the progress payment rate.	System generated
20d. Eligible subcontractor progress payments* (Item 14e)	The amount from Line 14e of the Progress Payment Header screen.	System generated
20e. Limitation* (Item 20c plus 20d)	The total of Item 20c plus Item 20d.	System generated
21a. Contract price of items delivered, accepted, and invoiced	The total billing price, as adjusted, of items delivered, accepted, and invoiced to the applicable date.	Mandatory
21b. Contract price of items not delivered, accepted, or invoiced*	The contract price of items not delivered, accepted, or invoiced (the contract price less the amount from Item 21a).	System generated
21c. Item 21b multiplied by the liquidation rate*	The amount of Item 21b multiplied by the liquidation rate.	System generated
21d. Unliquidated advance payments plus accrued interest	Unliquidated advance payments plus accrued interest.	Mandatory
21e. Limitation amount* (Item 21c less 21d)	The limitation amount (the amount of Item 21c less the amount of Item 21d).	System generated
22. Maximum unliquidated progress payments* (Lesser of Item 20e or 21e)	The maximum unliquidated progress payments (the lesser of Item 20e and Item 21e).	System generated
23. Total amount applied to reduce progress payment	The total progress payments liquidated and those to be liquidated from billings submitted but not yet paid.	Mandatory
24. Unliquidated progress payments* (Item 18 less 23)	Indicates progress payments (Item 18 less Item 23).	System generated

FIELD	DEFINITION	DATA REQUIREMENT
25. Maximum amount allowable for progress payment* (Item 22 less 24)	The maximum amount allowable for the progress payment (Item 22 less 24).  <i>Note:</i> If the entry in this item is a negative amount, an overpayment has been made, which requires adjustment.	System generated
26. Amount of Current Invoice for Progress Payment* (Lesser of Item 25 or 19)	The amount of the current invoice for this progress payment.	System generated

## Return to Header, Submit from Here, FMS Screen, Clear, and Help Buttons

**Return to Header**

Selecting this button returns you to the **Request for Progress Payment Header Screen** (Section 9).

**Submit From Here**

If no other screens are required to be completed, selecting this button submits the PPR invoice and forwards the user to the **PPR Contractor Certification Screen** (Section 12) for submission to WInS.

**FMS Screen**

Selecting this button displays the **Foreign Military Sales Information Screen** (Section 11) if FMS status was “Yes” on Figure 9. (Section 9)

**Clear**

Selecting this button clears the screen of all the data you entered.

**Help**

Selecting this button provides you with field definitions and instructions on completing this screen.

## 11. MOCAS REQUEST FOR PROGRESS PAYMENT FOREIGN MILITARY SALES INFORMATION SCREEN

If you indicated on the **Request for Progress Payment Header Screen** that the invoice is for a foreign military sales payment, you must complete the **Request for Progress Payment Foreign Military Sales Information Screen**. Header information from the Request for Progress Payment header (Section 9) identifying the Progress Pay Number and the Total Dollars in **READ-ONLY** fields at the top of the screen.

Figure 11a depicts the **MOCAS Request for Progress Payment – Foreign Military Sales Information Screen**.

MOCAS INVOICE ENTRY SYSTEM - PROGRESS PAY INVOICE - FMS Entry - Netscape

**Request for Progress Payment Foreign Military Sales Information**  
(Required for FMS Requests for Progress Payments)

PROGRESS PAY No. 009a INVOICE TOTAL \$ 446411

COUNTRY CODE DE ASSOCIATED DOLLARS 446411

Country Code Help

Add Clear Return to Header Return to Limits (Section 9) Help

EDIT	COUNTRY CODE	ASSOCIATED DOLLARS
------	--------------	--------------------

You have not entered any FMS Associated Dollars

Figure 11a. PPR Foreign Military Sales Information Screen

### Foreign Military Sales Information Screen Field Definitions

Table 11 lists the data dictionary for each field on the **Request for Progress Payment–Foreign Military Sales Information Screen**. Mandatory fields must be completed, optional fields may be

completed at your discretion, and conditional fields must only be completed if your contract requires the information.

**TABLE 11. REQUEST FOR PROGRESS PAYMENT—FOREIGN MILITARY SALES INFORMATION SCREEN FIELD DEFINITIONS**

FIELD	DEFINITION	DATA SOURCE	DATA REQUIREMENT	FIELD TYPE
<b>Country Code</b>	The two-digit code assigned to countries for FMS purposes.		Mandatory	2-character, alphanumeric
<b>Associated Dollars</b>	The total dollar amount associated with the FMS payment.	Contract	Mandatory	Numeric

### Country Code Help, Add, Clear, Return to Header, and Help Buttons

**Country Code Help**

Selecting this button displays the list of valid, two-character country codes.

**Add**

Selecting this button adds the FMS data to the FMS Data Display Matrix.

**Clear**

Selecting this button clears the data you just entered from the **FMS Information screen**.

**Return to Header**

Selecting this button returns you to the **Request for Progress Payment Header Screen**.

**Return to Limits (Section III)**

Selecting this button returns you to the **Request for Progress Payment Computation of Limits Screen**.

**Help**

Selecting this button provides you with field definitions and instructions on completing the **Foreign Military Sales Information Screen**.

Once you enter the Country Code and Associated Dollars and then select the **Add** button, the data you entered appears on the FMS screen, as shown in Figure 10b.

**Note:** All cost data entered must be rounded up to the next whole number and must not include decimal points, commas, or dollar signs.

From the FMS Screen, you can also edit the data you entered using the **EDIT** hyperlink of a specific entry.

Selecting the **EDIT** hyperlink of the corresponding country code on the **Foreign Military Sales Information** screen allows you to modify any data you entered in the FMS screen.

Figure 11b shows an example of a **Foreign Military Sales Edit Information Screen**.

MOCAS INVOICE ENTRY SYSTEM - PROGRESS PAY INVOICE - FMS Entry - Netscape

**Request for Progress Payment Foreign Military Sales Information**  
(Required for FMS Requests for Progress Payments)

PROGRESS PAY No. 027 INVOICE TOTAL \$ 32142

Submit Invoice  
Cancel Invoice

COUNTRY CODE AL ASSOCIATED DOLLARS 15000

Country Code Help

Update Delete Help

EDIT	COUNTRY CODE	ASSOCIATED DOLLARS
<a href="#">EDIT</a>	AL	15000
<a href="#">EDIT</a>	BU	17142
Foreign Military Sales Total Dollars		32142

**Figure 11b. Foreign Military Sales Edit Information Screen**

## Update, Delete, and Help Buttons

### Update

Selecting the **Update** button replaces the previously entered data and submits the modified data to the FMS Data Display Matrix

### Delete

Selecting the **Delete** button deletes the selected line of data.

### Help

Selecting the **Help** button provides you with field definitions and instructions on completing this form.

## 12. REQUEST FOR PROGRESS PAYMENT CONTRACTOR CERTIFICATION SCREEN

Once you have completed all of the necessary MOCAS Request for Progress Payment screens and clicked the **Submit** Button from either the Header, Computation of Limits, or Foreign Military Sales Screens, the Contractor Certification Screen appears.

Figure 12 depicts the **Request for Progress Payment Contractor Certification Screen**.

MOCAS INVOICE ENTRY SYSTEM - Certification - Mainpage

### CERTIFICATION

I certify that the above statement (with attachments) has been prepared from the books and records from the above named contractor in accordance with the contract and the instructions herein, and to the best of my knowledge and belief, that it is correct, that all the costs of contract performance (except as herewith reported in writing) have been paid to the extent shown herein, or where not shown as paid have been paid or will be paid currently, by the contractor, when due, in the ordinary course of business, that the work reflected above has been performed, that the quantities and amounts involved are consistent with the requirements of the contract. That there are no encumbrances (except as reported in writing herewith, or on previous progress payment request No. [ ]) against the property acquired or produced for, and allocated or properly chargeable which would affect or impair the government's title, that there has been no materially adverse change in the financial condition of the contractor since the submission of the most recent written information dated 1998/06/25 (YYYYMMDD) by the contractor to the Government in connection with the contract, that to the extent of any contract provision limiting progress payments pending first article approval, such provision has been complied with, and that after the making of the requested progress payment the unliquidated progress payments will not exceed the maximum unliquidated progress payments permitted by the contract.

NAME: J. Q. Vendor  
TITLE: Certifier  
TELEPHONE: 3155556666  
(Format: 123456789)

[Submit Invoice](#) [Go Back](#)

**Figure 12. PPR Contractor Certification Screen**

Table 12 lists the data dictionary for each field on the **Certification Screen**. Mandatory fields must be completed, optional fields may be completed at your discretion, and conditional fields must only be completed if your contract requires the information.

**TABLE 12. CERTIFICATION SCREEN FIELD DEFINITIONS**

FIELD	DEFINITION	DATA SOURCE	DATA REQUIREMENT	FIELD TYPE
Previous progress payment request no.	A previous progress payment request number carrying encumbrances.	Contract	Conditional	3-character numeric (nnn) or 4-character alphanumeric (nnna)
Date	The date of the most recent submission of written financial information by the contractor to the Government in connection to the contract.	Contract	Mandatory	yyyy/mm/dd
Name	The name of the contractor representative who certifies that the PPR data is valid.	Vendor	Mandatory	last name, first name format
Title	The certifier's title.	Vendor	Optional	
Telephone	The telephone number of the person certifying the invoice	Vendor	Mandatory	1234567890 format

## The Submit Invoice, Go Back Buttons

**Submit Invoice**

Selecting the **Submit Invoice** button submits the invoice to the WInS payment system (Section 13).

**Go Back**

Selecting the **Go Back** button returns you to the **MOCAS Request for Progress Payment Header Screen** (Section 9).

## 13. MOCAS REQUEST FOR PROGRESS PAYMENT SUBMISSION CONFIRMATION SCREEN

Once you have completed entering data for all of the required MOCAS Progress Pay Invoice screens and completing the contractor certification, you then submit the invoice to DFAS WInS by selecting the **Submit Invoice** button from the **PPR Contractor Certification Screen** (Section 12).

Figure 13a depicts the **MOCAS Request for Progress Payment Submission Confirmation Screen**.

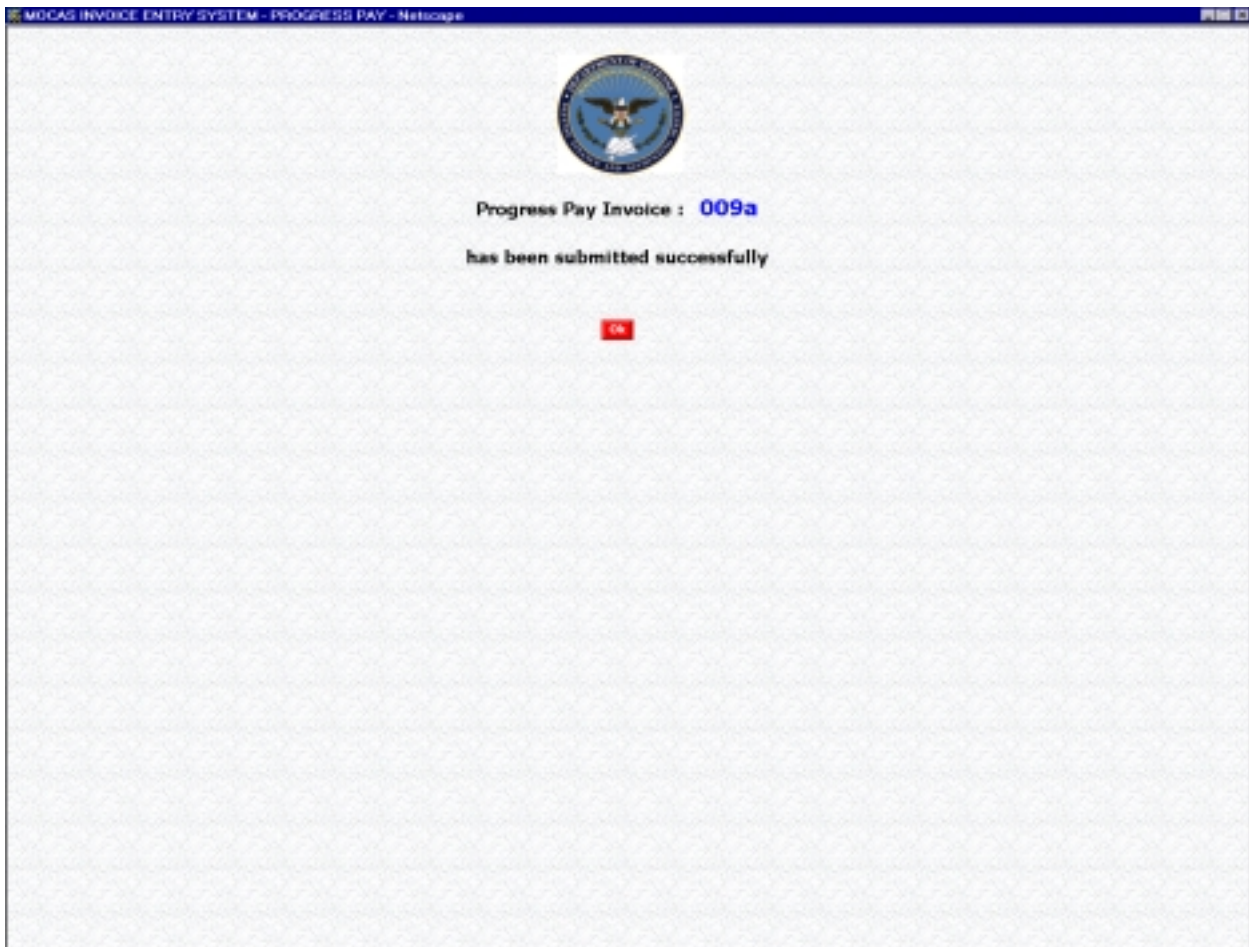


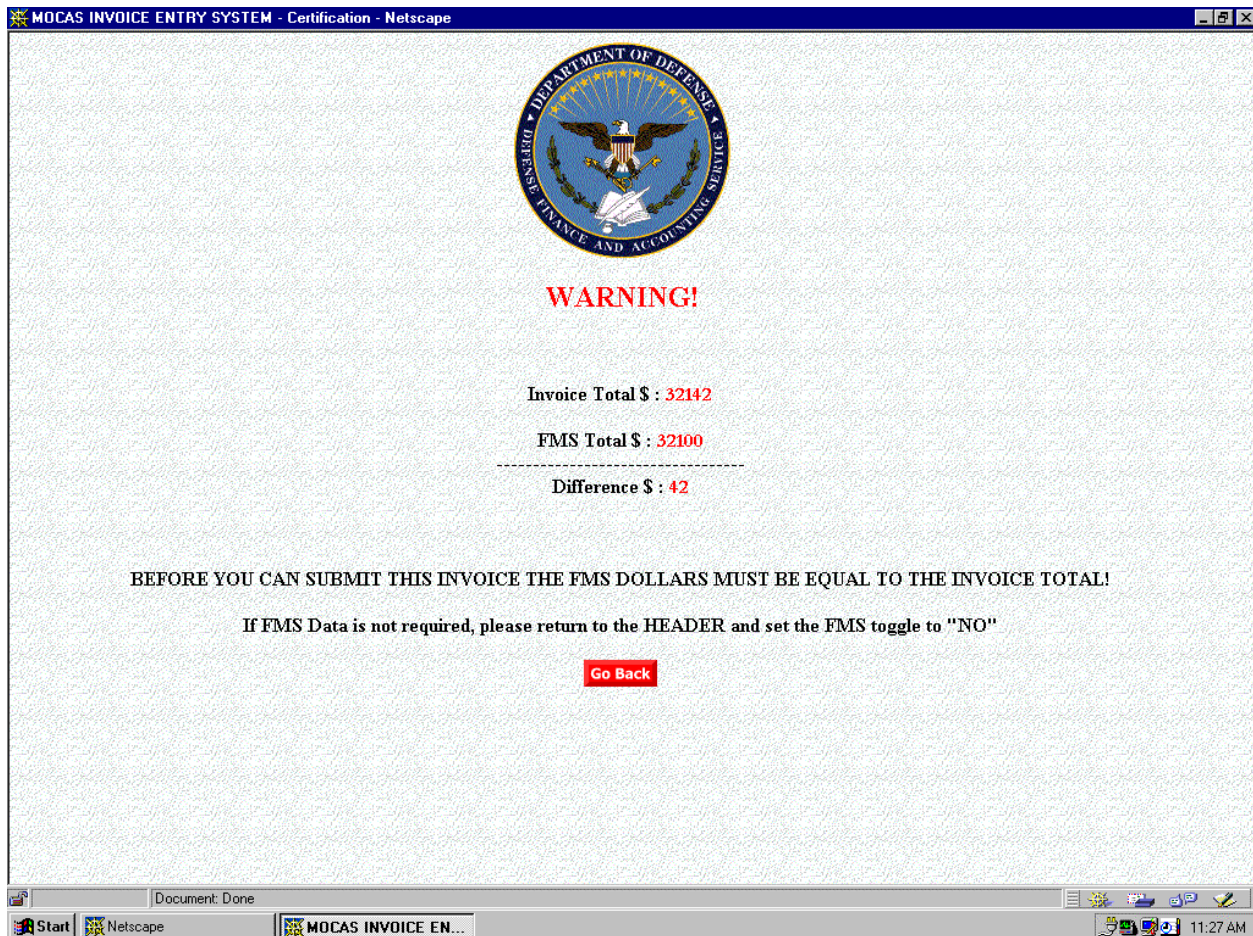
Figure 13a. Progress Pay Submission Confirmation Screen

### The OK Button



The **OK** button returns you to the **MOCAS Request for Progress Payment Header Screen** (Section 9).

Figure 13b depicts the **MOCAS Request for Progress Payment Submission Confirmation Screen** with a **Cross Check Error** message.



**Figure 13b. MOCAS Progress Pay Submission Confirmation Screen  
with Cross Check Error Message**

## The Go Back Button



The **Go Back** button returns you to the **MOCAS Request for Progress Payment Header Screen** (Section 9) where you must resolve the discrepancy.

## 14. MOCAS SUBMITTED PROGRESS PAY (PPR) INVOICES LIST SCREEN

The **MOCAS Submitted Request for Progress Payments (PPR) List (View Log) Screen** allows a user to view a list of all progress payments that have been submitted to the DFAS payment system since the last DFAS archiving. DFAS will keep PPRs available for a minimum of 120 days from submission. Submitted invoice data may be viewed and printed for all PPRs on the list by clicking on the individual Progress Payment Number. Follow the print instructions described in Section 14, **MOCAS Submitted Progress Payment Invoice Details Screen**. The **MOCAS Submitted Request for Progress Payments (PPR) List (View Log) Screen** also provides options for deleting PPRs, completing and submitting incomplete PPRs and for correcting errors on previously submitted PPRs and then allowing re-submission.

The PPR Date/Time is assigned when the PPR is successfully submitted to DFAS WInS (Section 13, Figure 13a), whether it is an original Progress Payment Request, or a re-submitted PPR. WInS then converts (extracts) the invoice into an Electronic Data Interchange (EDI) PPR format for transmission to DFAS. EDI PPRs are forwarded to the DOD communications infrastructure every hour. They are processed into the MOCAS payment system nightly.

Figure 14a depicts the **Progress Pay Submitted Invoices** (View Log).

**PROGRESS PAY SUBMITTED INVOICES**

Help Go Back

Order by Date Transmitted Total Invoices: 17 VPIS  
 Ascending Descending Vendor Pay Inquiry System  
 Search by Contract No. Find Clear GO Information

**VIEW LOG LEGEND** **CLEAN/REFRESH INVOICE LOG**

Current Records: (1 - 50)

Status	Edit	ACO Req.	FPN	Contract No.	Del. Ord. No.	Date Trans.	Delete
	<a href="#">EDIT</a>	N/A	<a href="#">222</a>	DAAH0098C0009		1999/12/22	
	<a href="#">EDIT</a>	Waiting	<a href="#">005</a>	N0002499D0002	0003	1999/12/10	
	<a href="#">EDIT</a>	N/A	<a href="#">044</a>	F0862697C0003		1999/12/10	
	<a href="#">EDIT</a>	Approved	<a href="#">123C</a>	DAA96T1111145	5418	1999/11/23	NO
	NO	Waiting	<a href="#">123X</a>	DAA95Z0983321	1525	1999/11/23	NO
	<a href="#">EDIT</a>	Approved	<a href="#">024</a>	F3365798C0011		1999/11/23	NO
	<a href="#">EDIT</a>	Approved	<a href="#">026</a>	N6893698C0162		1999/11/23	NO

Delete Invoice

**Figure 14a. Progress Pay Submitted Invoices Screen**

The MOCAS Request for Progress Payment View Log has two components:

- 1) A View Log PPR Matrix which displays status information on each submitted progress payment and,
- 2) A View Log Data Sorting Box that allows the user to quickly find a specific PPR for editing, review, or printing.

## View Log Data Sorting

The topmost box in the MOCAS Request for **Progress Payment View Log** provides several functions to assist the user in isolating a specific PPR for viewing, editing, or printing. The PPR records are defaulted to sort by descending order by PPR date meaning the most current PPRs appear at the beginning of the **View Log** followed by older PPRs. The **View Log Data Sort Box** allows the user to switch the display order to ascending so the oldest PPRs are displayed first, then back to descending voucher order. Finally, the user may enter a Contract Number in the **Search by**

**Contract No.** data entry box and then click on the Find Button, or hit the **Enter Key** on the PC's Keyboard and WInS will display the requested record. Since domestic and FMS PPRs can exist with the same Contract Number, Delivery Order Number and Progress Payment Number, the PPR View Log displays all FMS PPRs in Red Font to assist vendors with differentiating between the two similarly identified PPRs.

## **View Log Progress Payment Invoice Matrix**

The bottom portion of the **MOCAS Submitted Request for Progress Payment List Screen** is a **View Log PPR Matrix** that displays a record of each PPR the user has submitted since the last DFAS archiving. This matrix posts 50 records for display at a time, and is defaulted to show the most current PPRs (descending order) first. You may view these 50 records by using the right scroll bar. There are several methods for reviewing records that do not appear in the first 50. First, you may click on the “Next 50” (51- 100) message above the Matrix, and records 51 through 100 will appear. The user can continue to click “Next 50” (101 – 150) or “Previous 50” (1 – 50) to move up or down the list of total records. Secondly, the user can select **“Ascending”** sort order and the 50 oldest PPRs will be displayed, with the same Next/Previous 50 options.

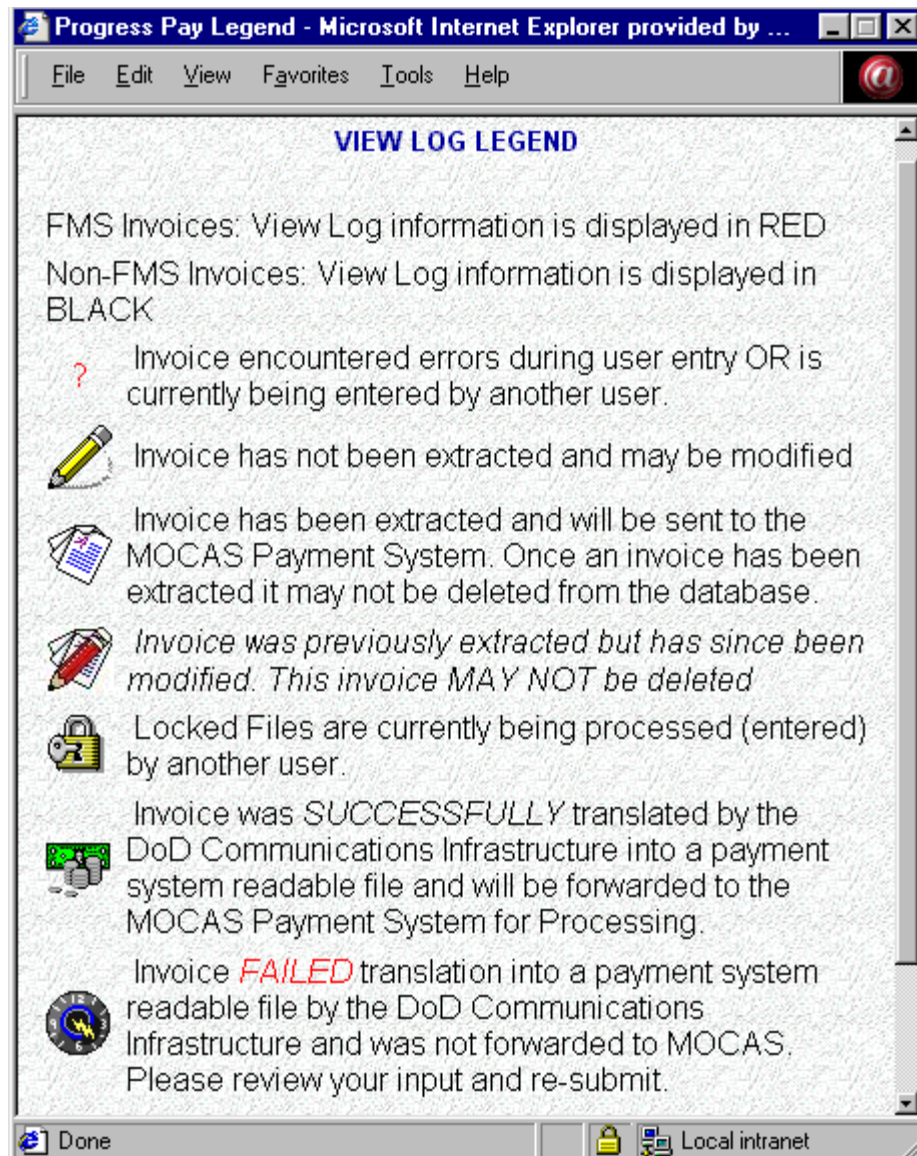
The **CLEAN/REFRESH INVOICE LOG** link is used to push PPRs through to WInS if they display a Lock Icon in the Status Column. See below for more information on the Icons which may be displayed in the **View Log PPR Matrix** Status Column. The **VIEW LOG LEGEND** describes the Icons used in the **View Log PPR Matrix** Status Column.

The matrix provides status information related to the user's submitted PPR invoices and are described from left to right.

## Status Column

The Status Column of the View Log PPR Matrix provides important PPR tracking information.

Figure 14b, the **View Log Legend** depicting the Status Column Icons is accessed by clicking the **VIEW LOG LEGEND**.



**Figure 14b. MOCAS Log Legend**

The **Status** column on the **MOCAS Submitted Progress Pay Invoices List** provides important invoice tracking information. Following are seven possible symbols that may appear in the Status Column, along with their descriptions.



The **Red ? Icon** indicates that the PPR invoice was not completed and received by DFAS WInS for processing. This scenario occurs when you complete the **MOCAS Progress Pay Invoice Header Screen** (Section 8) and select the **Continue** button but then lose Internet connectivity. The **Red ? Icon** corresponds to the WInS Invoice Entry Notification Warning in Section 5. In addition to the warning encountered upon logging into WInS (Figure 5), an e-mail with the same information is forwarded to you. You have two options: 1) delete the incomplete PPR invoice by clicking on the wastebasket option in the Delete Column and re-enter the PPR completely, or 2) click on the **Edit** hyperlink in the Edit Column for that PPR, complete the PPR, and then click on the **Submit Invoice** button to submit the PPR invoice to DFAS WInS. Option 2 is preferable, as it requires less user data entry.



The **Pencil Icon** indicates a successful submission of the Progress Payment invoice (Section 13) to DFAS WInS. With a successful submission, the PPR Date and Time are captured in the data display. As described above, WInS extracts submitted PPRs and converts them to EDI format every hour, and then forwards the PPR to the payment system. Until the extraction process takes place, identified by the **Paper Icon**, the submitted invoice may be or deleted. Successfully submitted but unextracted Progress Payment Requests (PPRs) may be edited by clicking on the **Edit** hyperlink in the Edit Column, updating the PPR, and then resubmitting it.



The **Paper Icon** indicates a successful conversion of the PPR invoice to the EDI format necessary to forward to the payment system. Extraction occurs every hour. Once extracted, a PPR may no longer be deleted (indicated by 'No' in the Delete Column); however, if an invoice is rejected, the invoices identified by the **Paper Icon** may be edited and resubmitted. This overwrites the original submission with the new invoice data and a current date and time. A PPR may not be edited if the ACO Required Status Column has a 'Waiting' status displayed (unless the PPR has not yet been extracted [**Pencil Icon**]). The Edit Column will have a Red 'NO' as well. Waiting indicates that the PPR has been forwarded to the ACO for certification but the acceptance or rejection by the ACO has not been returned to WInS.



The **Paper and Pencil Icon** indicates that a previously submitted and extracted PPR has been edited and re-submitted to WInS. These invoices may not be deleted.



The **Lock Icon** indicates that another user may be entering data for this PPR or that a processing error has occurred. This invoice has not been successfully submitted to DFAS WInS. If the invoice data appears correct when viewed by clicking on the Progress Pay Number in the Progress Pay No. Column, clicking on the **CLEAN/REFRESH INVOICE LOG** message should push the locked PPR to DFAS WInS and change the **Lock Icon** symbol to the **Pencil Icon** indicating a successful submission. If this does not clear the **Lock Icon**, then delete the PPR (click on Wastebasket Icon in Delete Column), re-enter and submit.



The **Money Icon** indicates that the PPR has been successfully transmitted to DFAS and has been forwarded to the payment system. The date/time in the Date Transmitted Column indicates when the PPR was forwarded to the payment system.



The **Lightning Icon** indicates that the PPR was transmitted to DFAS but was rejected before reaching the payment system. The date/time of rejection is shown in the Date Transmitted column. To complete the rejected PPR, click on the **Edit** hyperlink in the Edit Column for that PPR, update the incorrect information, and resubmit the PPR to DFAS WInS.

## Edit Column

Progress Payment Requests with an **Edit** displayed in the Edit Column may be edited and re-submitted. Clicking on the **Edit** directs the user to the **MOCAS View/Modify Progress Payment Header Screen** (Section 16). PPRs with a **“NO”** in the Edit Column may not be edited. This will occur when the PPR requires ACO Certification (**“Waiting Status”** in the ACO Required Column) and the PPR has been extracted and forwarded to the ACO but the acceptance or rejection has not been received back from the ACO. WInS will not allow two versions of the same PPR to be in the system at the same time in order to avoid confusion over which is the proper PPR.

## ACO Required Column

The ACO Required Column provides status on where the PPR is in the ACO Certification Process, when ACO Certification is required. There are four possible Status Messages:

<b>N/A:</b>	ACO Certification is not required
<b>Waiting:</b>	PPR has been identified as requiring ACO Certification
<b>Accepted:</b>	ACO has reviewed and accepted the PPR
<b>Rejected:</b>	ACO has reviewed and rejected the PPR

When ‘Waiting’ status is displayed, a ‘Waiting for ACO Approval’ message is appended to the end of the PPR data displayed in the **MOCAS Submitted Progress Pay Invoice Details Screen** (Section 15). When the ACO Required Column ‘Waiting’ status changes to ‘Accepted’ or ‘Rejected,’ an accompanying Acceptance or Rejection message is appended to the bottom of the PPR in the **MOCAS Submitted Progress Pay Invoice Details Screen**.

## Progress Pay No. Column

Clicking on the **Progress Pay Number** for any row directs the user to the **MOCAS Submitted Progress Payment Details Screen** (Section 14) which displays the PPR data entered by the user, and any ACO certification information. This is your archive record and should be printed and retained with your billing records

## Contract No. and Delivery Order No. Columns

These columns display the Contract Number, and where applicable, the Delivery Order Number for each submitted PPR to assist the user in identifying their PPR data submissions.

## Date Transmitted Column

As described in the Status Icon section above, the date in the Date Transmitted Column is initially the PPR submission date (associated with the **Pencil**, **Pencil/Paper**, or **Paper Icons**). When the PPR has processed through the DOD Communications Infrastructure to DFAS, the PPR date is replaced with the processed date (associated with either the **Money** or **Lightening Icons**). If a PPR is edited and re-submitted, the cycle begins again. The processed date is overwritten by the new PPR date and eventually this is overwritten by a new processed date.

## Delete Column

Any PPR that has not been extracted (**Red ‘?’**, **Lock**, or **Pencil Icons**) may be deleted. Once a PPR has been converted (extracted) into the EDI format and forwarded to DFAS, the PPR may no longer be deleted. The user may edit previously submitted PPRs, subject to the constraints of status in the ACO Required Column but may not delete them.

## The Help and Go Back Buttons



The **Help** Button displays on-line user help messages for MOCAS Progress Payment Screens.



The **Go Back** Button directs the user to the **MOCAS Request for Progress Payment (PPR) Header Screen** (Section 9).

## 15. MOCAS SUBMITTED PROGRESS PAY INVOICE DETAILS SCREEN

The **MOCAS Submitted Progress Pay Invoice Details Screen** displays header, (Sections I and II), Computation of Limits (Section III) if entered, Foreign Military Sales (FMS) if entered, Contractor Certification and where applicable, ACO Certification information for each PPR submitted to WinS. The invoice may be printed for the vendor's archive record (see Note below for printing instructions). Each invoice must be individually selected from the **MOCAS Submitted Progress Pay Invoices List Screen** (Section 14) for archive printing.

Figure 15a depicts an example of a **MOCAS Submitted Progress Pay Invoice Details Screen**.

**Netscape** File Edit View Go Communicator Help

Request for Progress Payment (PPR) Header

Company Info			
COMPANY NAME	WINS TEST SITE	POC NAME	TEST SITE
POC PHONE	(703)607-3757	POC EMAIL	mark.edmunds@dfas.mil

Section I: Identification Information			
ACO APPROVAL REQUIRED?	No	SMALL BUSINESS?	Yes
FMS PROGRESS PAYMENT?	Yes	DELIVERY MADE UNDER THIS CONTRACT?	Yes
PROGRESS PAYMENT TYPE	Orig. Request		

ADMINISTRATIVE OFFICE CODE	S0512A - Van Nuys		
DFAS PAYMENT OFFICE	West Entitlemnt		
CONTRACT NO.	DAAH0097D6666	DELIVERY ORDER NO.	2215
CONTRACT PRICE	150000	CONTRACT MOD NO.	P00002
PROGRESS PAYMENT RATE % (e.g. 75%, ENTERED AS 75)	75	LIQUIDATION RATE % (e.g. 75.5%, ENTERED AS 75.5)	75.0
CONTRACT AWARD DATE (YYYY/MM/DD)	1997/01/22	CAGE CODE	0X0X0
PROGRESS PAY REQUEST NO.	012	STATEMENT OF COSTS THROUGH DATE (YYYY/MM/DD)	1999/06/22

Section II: Statement of Costs under this Contract	
9. Paid costs eligible under the Progress Payment Clause	26000
10. Incurred costs eligible under the Progress Payment Clause	0
11. Total costs eligible for progress payment (Item 9 plus 10)	26000
12. a. Total costs incurred, to date	12000
b. Estimated additional cost to complete	0
13. <u>Item 11</u> multiplied by the progress payment rate	19500
14. a. Progress payments paid to subcontractors	0
b. Liquidated progress payments to subcontractors	0
c. Unliquidated progress payments to subcontractors (Item 14a less 14b)	0
d. Subcontract progress billings approved for current payment	0
e. Eligible subcontractor progress payments (Item 14c plus 14d)	0
15. Total dollar amount (Item 13 plus 14e)	19500
16. Contract price multiplied by the liquidation rate	112500
17. The lesser of <u>Item 15</u> and <u>Item 16</u>	19500
18. Total amount of previous progress payments requested	7260
19. Amount remaining which is eligible for payment (Item 17 less 18)	12240

**Figure 15a. Example of a Submitted Progress Pay Invoice**

Netscape  
File Edit View Go Communicator Help

**Section III: Computation of Limits for Outstanding Progress Payments**

20. a. Costs included as eligible that are applicable to items delivered, invoiced, and accepted to date 7000

    b. Costs applicable to items undelivered and to delivered items not accepted to date (Item 11 less 20a) 18000

    c. Item 20b multiplied by the progress payment rate 13500

    d. Eligible subcontractor progress payments (Item 14e) 0

    e. Limitation (Item 20c plus 20d) 13500

21. a. Contract price of items delivered, accepted, and invoiced 0

    b. Contract price of items not delivered, accepted or invoiced (contract price less 21a) 150000

    c. Item 21b multiplied by the liquidation rate 112500

    d. Unliquidated advance payments plus accrued interest 0

    e. Limitation amount (Item 21c less 21d) 112500

22. Maximum unliquidated progress payments (Lesser of Item 20e or 21e) 13500

23. Total amount applied to reduce progress payment 0

24. Unliquidated progress payments (Item 18 less 23) 7260

25. Maximum amount allowable for progress payment (Item 22 less 24) 6240

26. Amount of Current Invoice for Progress Payment (Lesser of Item 25 or 19) 6240

Foreign Military Sales	
COUNTRY CODE	ASSOCIATED DOLLARS
AN	140
BR	100
BL	6000
Foreign Military Sales Total Dollars	
	6240

I certify that the above statement (with attachments) has been prepared from the books and records from the above named contractor in accordance with the contract and the instructions herein, and to the best of my knowledge and belief, that it is correct, that all the costs of contract performance (except as herewith reported in writing) have been paid to the extent shown herein, or where not shown as paid have been paid or will be paid currently, by the contractor, when due, in the ordinary course of business, that the work reflected above has been performed, that the quantities and amounts involved are consistent with the requirements of the contract. That there are no encumbrances ( except as reported in writing herewith, or on previous progress payment request No. N/A ) against the property acquired or produced for , and allocated or properly chargeable which would affect or impair the government's title, that there has been no materially adverse change in the financial condition of the contractor since the submission of the most recent written information dated 1998/05/31 by the contractor to the Government in connection with the contract, that to the extent of any contract provision limiting progress payments pending first article approval, such provision has been complied with, and that after the making of the requested progress payment the unliquidated progress payments will not exceed the maximum unliquidated progress payments permitted by the contract.

NAME            K.T.  
TITLE           Cert  
TELEPHONE 7036073757

ACO Certification Response

**No ACO Approval Required for this Invoice**

[Go Back](#)

\* To print a copy of this invoice, click 'File' on the menubar and select 'Print'

Document: Done

**Figure 15a. (Continued). Example of a Submitted Progress Pay Invoice**

Figure 15b depicts an example of a **MOCAS Submitted Progress Pay Invoice Details Screen** with an ACO Certification Response. This detail replaces the “**ACO Approval Required and Waiting for Reply**” message at the bottom of the **Progress Pay Submitted Invoice Detail Screen**.

This detail will be present when the **‘Waiting’** status in the ACQ Required Status Column changes to either **‘Accepted’** or **‘Rejected’**.

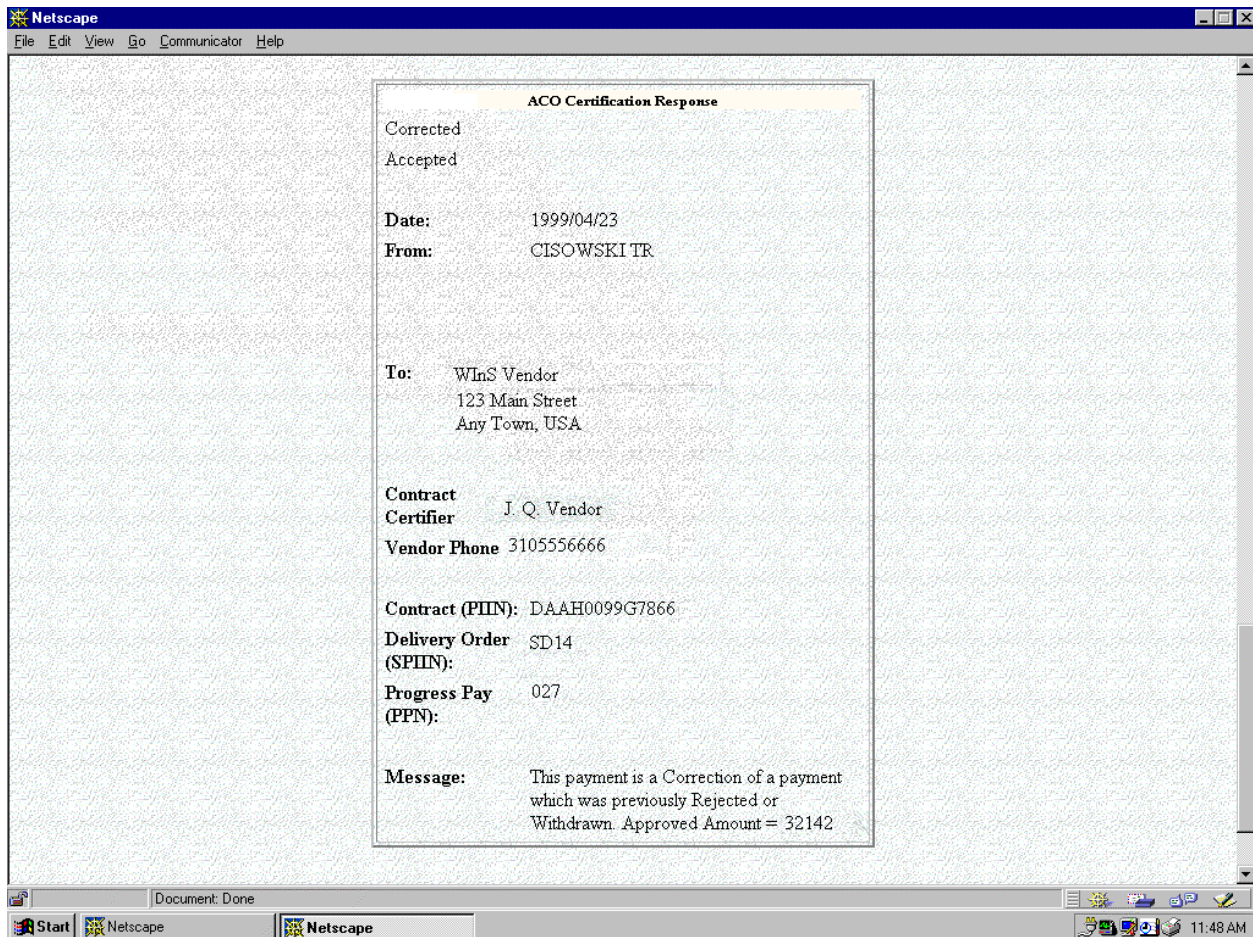


Figure 15b. Example of a Submitted Progress Pay Invoice ACO Certification Response

## The Go Back Button



The **Go Back** button directs you to the **MOCAS Submitted Progress Payment List Screen** (Section 14).

**Note:** To print a copy of the Request for Progress Payment, click **“File”** on the Internet browser menu bar and select **“Print.”** Select the **“File Menu,”** then the **“Print Sub-menu”**, then click **“OK”**.

## 16. MOCAS VIEW/MODIFY PPR HEADER SCREEN

The MOCAS View/Modify Progress Pay Invoice Header Screen is used to view or modify general and summary information regarding a particular progress payment invoice.

This edit tool generally is used for PPRs that have not yet been extracted and sent to the MOCAS payment system. Only if you are certain your extracted PPR failed to process (Reject from the ACO or from DFAS) should you edit a previously extracted PPR. If you choose to edit an extracted PPR, it will be submitted for reprocessing, unless it is currently under ACO review.

Figure 16 depicts the **View/Modify Request for Progress Payment Header Screen**.

**MOCAS INVOICE ENTRY SYSTEM - PROGRESS PAY INVOICE - Edit Progress Pay Header - Netscape**

**Request for Progress Payment (PPR) Header**

**Section I: Identification Information**

CONTRACT NO.	DAAN0098C0009	DELIVERY ORDER NO.	
ACN APPROVAL REQUIRED?	NO	FMS PROGRESS PAYMENT?	YES
PROGRESS PAYMENT TYPE	Orig. Request	SHALL SUBMIT?	NO
		DELIVERY MADE UNDER THIS CONTRACT (Section II)	YES

ADMINISTRATIVE OFFICE CODE: 50512A - Van Nuys  
DEPT PAYMENT OFFICE: West Entitlement

CONTRACT PRICE: 3000000  
CONTRACT MOD NO.:  
PROGRESS PAYMENT RATE % (e.g. 75% ENTERED AS 75): 75  
LIQUIDATION RATE % (e.g. 75-5% ENTERED AS 75.5): 75.5  
CONTRACT AWARD DATE (YYYY/MM/DD): 1998/01/30  
CAGE CODE: 0X04  
PROGRESS PAY REQUEST NO.: 222  
STATEMENT OF COSTS REF-OF-OR DATE (YYYY/MM/DD): 1999/09/09

**Section II: Statement of Costs under this Contract**

9. Paid costs eligible under the Progress Payment Clause	1000
10. Incurred costs eligible under the Progress Payment Clause	1000
11. Total costs eligible for progress payment (from 9 plus 10)	2000
12. a. Total costs incurred, to date	100
b. Estimated additional costs to completion	100
13. (Item 11) multiplied by the progress payment rate	1800
14. a. Progress payments paid to subcontractors	1000
b. Liquidated progress payments to subcontractors	1000
c. Unliquidated progress payments to subcontractors (from 14a less 14b)	0
d. Eligible subcontractor progress payments (from 14c plus 14d)	1000
15. Total dollar amount (from 13 plus 14d)	2500
16. Contract price multiplied by the liquidation rate	2265000
17. The lesser of (Item 15) and (Item 16)	2500
18. Total amount of previous progress payments requested	1000
19. Amount remaining which is eligible for payment (from 17 less 18)	1500

Update From Here    Computation of Limits (Section III)    FMS Screen    Clear    Help

Click [Here](#) to Cancel Modification of this Invoice.

Figure 16. Example of a View/Modify Request for Progress Payment Header Screen

## The Update from Here, Computation of Limits, FMS Screen, Clear, and Help Buttons

### Update From Here

Selecting this button submits the updated Progress Payment to WInS. If completion of the Foreign Military Sales and/or the Computation of Limits (Section III) screens is required, you must first complete these screens (Sections 25 and 26), and then re-certify the Progress Payment (Section 12) before you may update the Progress Payment.

### Computation of Limits (Section III)

If a delivery was made under the contract, you will be required to complete the **Computation of Limits Screen**, which appears when you select this button (refer to Section 10).

### FMS Screen

If the invoice is a foreign military sales payment, you are required to complete the **Foreign Military Sales Screen**, which appears when you select this button (refer to Section 11).

### Clear

Selecting this button clears the screen of all modification data that you entered on the **Edit/Modify Progress Pay Header Screen**.

### Help

Selecting this button provides you with field definitions and instructions for completing the **Request for Progress Payment, Foreign Military Sales, and Computation of Limits Screens**.

## **APPENDIX A: ACRONYM LIST**

ACO	Administrative Contracting Officer
ACRN	Accounting Classification Reference Number
CAPS	Computerized Automated Payment System
CLIN	Contract Line Item Number
DCMAO	Defense Contract Management Area Office
DFAS	Defense Finance and Accounting Service
DOD	Department of Defense
DODAACS	Department of Defense Activity Address Code
DPPS	Defense Procurement Pay System
DPRO	Defense Plant Representative Office
DSCC	Defense Supply Center Columbus
DSCP	Defense Supply Center Philadelphia
DSCR	Defense Supply Center Richmond
ECRC	Electronic Commerce Resource Center
EDI	Electronic Data Interchange
ELIN	Engineering Line Item Number
FMS	Foreign Military Sales
FTP	File Transfer Protocol
G&A	General and Administrative
IAPS	Integrated Accounts Payable System
ISP	Internet Service Provider
MOCAS	Mechanization of Contract Administration Services
PC	Personal Computer
POC	Point of Contact
PPR	Progress Payment Request
SAMMS	Standard Automated Material Management System
SLIN	Supplemental Line Item Number
SMEs	Small-to-Medium-Sized Enterprises
STARS	Standard Accounting and Reporting System

TDA	Technology Development Activity
URL	Uniform Resource Locator
VAN	Value-Added Network
Web	World Wide Web
WInS	DFAS Web Invoicing System

# ACKNOWLEDGEMENTS

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